

Sant Dnyaneshwar Shikshan Sanstha's
**Annasaheb Dange College of Engineering and
Technology, Ashta**
Dist – Sangli, Maharashtra, INDIA



Rules and Regulations



2010 Onwards

(Last updated 2016)

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I. Institute Vision, Mission and Core Values

Vision: To be a leader in producing professionally competent engineers.

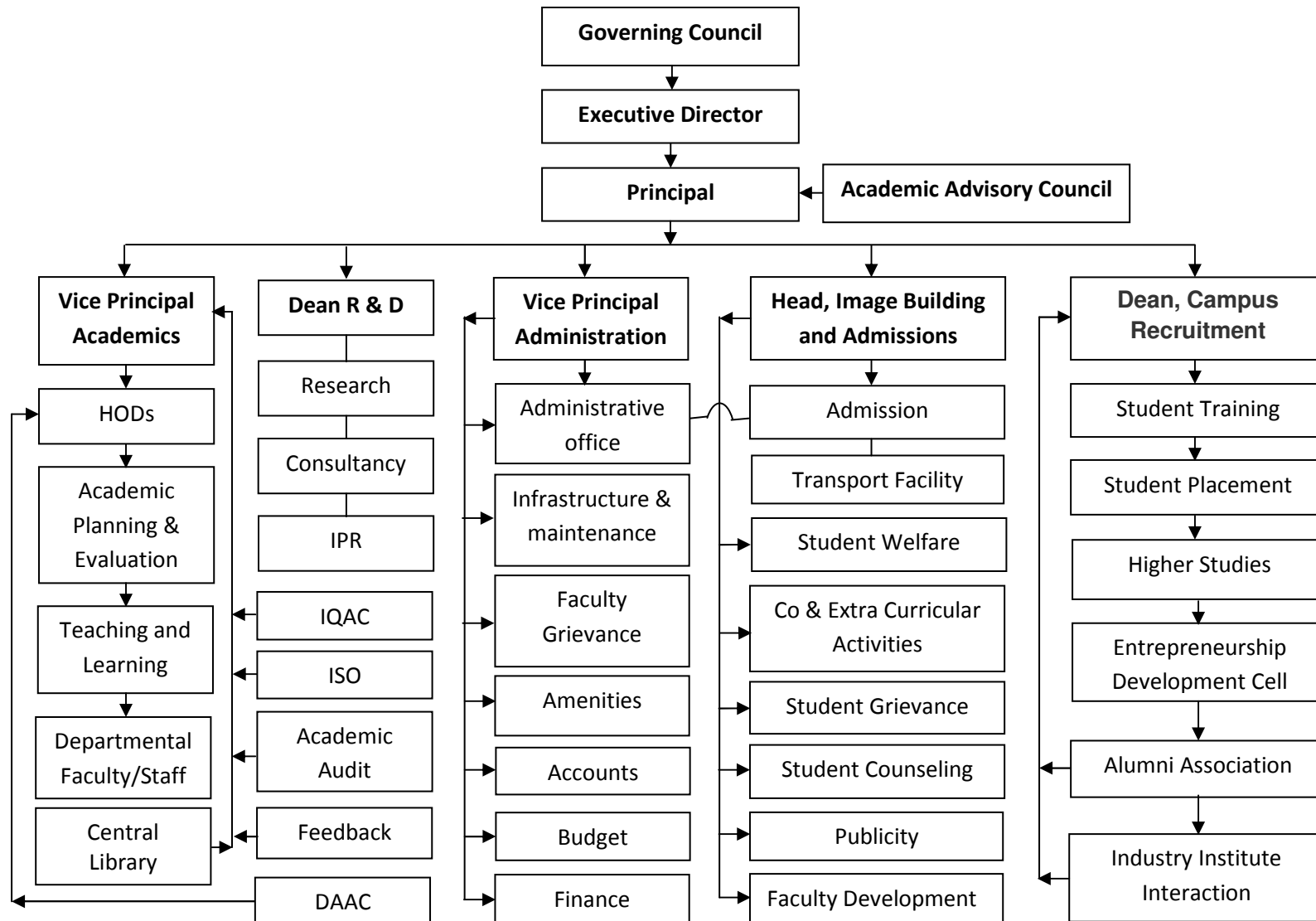
Mission: We at ADCET, Ashta are committed to achieve our vision by

- 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.

Core Values:

- **Excellence:**
Our excellence is derived from a persistent commitment to hard work, diligence, perseverance, and consistency in the pursuit of the highest quality in whatever we do.
- **Collaboration:**
We value engagement and connection at multiple levels in our professional lives including work relationships, research, scholarship, service, and teaching and believe that collaboration is an important element of our professional success.
- **Integrity:**
An uncompromising commitment to honesty underlies everything we do.
- **Innovation:**
We value and support each other in taking risks and we strive to create economic and societal value.
- **Respect:**
We respect one another in an environment in which we value, consider, and are influenced by others 'feelings and perspectives'.
- **Responsibility:**
Everyone understands the responsibility and strive to deliver in best possible manner and is ready for appraisal.

II. Structure of Governance



III. Roles and Responsibilities

Role	Responsibilities
Governing Council	<ul style="list-style-type: none"> • Frame directive principles and policies • Amend and approve policies from time to time • Approve budgets
Executive Director	<ul style="list-style-type: none"> • Mobilize internal and external resources to strengthen the institute • Plan and provide infrastructure facilities • Provision of human resource • Strategic plan for institutional development • Periodic monitoring and evaluation of various processes • Purchases
Principal	<ul style="list-style-type: none"> • Define quality policy and objectives • Arrange periodic meeting of various bodies and committees • Effective implementation of OBE • Academic planning and monitoring • Examinations • Academic development • Student training and placement • NBA Accreditation
Vice Principal Administration	<ul style="list-style-type: none"> • Office administration • Employee recruitment • Budget and Finance • Purchase and Accounts • Annual magazine • Compliance with AICTE, DTE & University • Transport • Infrastructure and Maintenance • Amenities • Faculty grievance • NAAC Accreditation • NIRF Ranking
Vice Principal Academics	<ul style="list-style-type: none"> • Prepare and execute academic calendar • Teaching-learning process • Result analysis and remedial measures • Academic audit • ISO • Internal and external examinations

Role	Responsibilities
	<ul style="list-style-type: none"> • Library up gradation • Student discipline • IQAC • Feedback
Dean, Research and Development	<ul style="list-style-type: none"> • Up-scaling and enhancing the research activities within the institute • Raise awareness of funding opportunities to support faculty research and externally funded sponsored/consultancy projects • Encourage industry institute linkages and collaborative research • Motivate faculty to write projects • Monitor the effective utilization of funds of externally funding projects. • Facilitate the consultancy work in the institution. • Maintain and update record of research publications.
Dean, Campus Recruitment	<ul style="list-style-type: none"> • Student training and placement • Industry institute interaction • Identify and provide for training needs of students • Arrange campus interviews • Proposing annual T & P budget • Alumni interaction • Facilitate career guidance to students • EDC • Higher studies
Head, Image Building and Admissions	<ul style="list-style-type: none"> • Faculty development • Student admissions • Co-curricular and Extra-curricular activities • Student council • Student welfare • Student counseling • Student grievance • Publicity • Publication of technical magazine and news letters • Student transport facility
Administrative Officer	<ul style="list-style-type: none"> • College roster • Service books • Faculty personal files • Recruitment process • Maintain minutes of meeting

Role	Responsibilities
	<ul style="list-style-type: none"> • Coordinate day to day activities of office • Purchase process • Annual college budget • Shikshan Shulka Samiti compliance
Heads of Department	<ul style="list-style-type: none"> • Plan and execute academic activities of the department • Maintain discipline and culture in the department • Maintain the department neat and clean • Pick and promote strengths of students / faculty / staff • Monitor academic activities of the department • Propose department budget • Adhere to QMS procedures • Maintain records of departmental activities and achievements
Librarian	<ul style="list-style-type: none"> • Plan and execute modus operandi of routine activity of the library • Plan and propose expansion / development • Maintain library discipline and culture • Prepare annual budget for library
Alumni Incharge	<ul style="list-style-type: none"> • Ensure alumni registration • Prepare alumni news letter • Arrange “Runanubandha” meet
Workshop Incharge	<ul style="list-style-type: none"> • Smooth running of college workshop • Preparing Material Requirement • Supervise the routine work • Coordinate the college bus service • Maintenance of generator facility
Counseling Cell Incharge	<ul style="list-style-type: none"> • Facilitate career guidance to students • Assist students suffering from psychological disorders • Arrange for professional counselors • Maintain record of counseling activities • Student academic counseling
Director, Physical Education	<ul style="list-style-type: none"> • Ensure smooth conduct of sports • Ensure proper use of gym • Purchasing of sport items • Encourage students to participate in zonal tournaments • Creation and upkeep of sports facilities

IV. Governing Council

Name	Designation	Background
Shri. Ramchandra Mahadev alias Annasaheb Dange	Chairman	Industrialist Founder of Deendayal Spinning Mill, Islampur
Shri. Rajendra Ramchandra Dange	Vice -Chairman	Executive Director, Deendayal Spinning Mill, Islampur
Prof. Dr. S. S. Santpur	Member	Ex. Principal, TK Institute of Engg. and Technology, Warananagar, Dist. – Kolhapur
Dr. U. Ramesh	Member, Ex-officio	Regional officer, AICTE, WRO, Mumbai
Dr. P. V. Kadole	Member, University Nominee	Principal, DKTE, Ichalkaranji Nominee by Shivaji University, Kolhapur
Dr. S. K. Mahajan	Member, DTE Nominee	Director, Directorate of Technical Education, Maharashtra State, Mumbai
Prof. S. V. Gharpure	Member	Chairman, Sangli Shikshan Sanstha, Sangli
Shri Rampratapji S. Zanwar	Member	Chairman, Zanwar Group of Industries, Kolhapur.
Shri Ram Menon	Member	Chairman, Menon Group of industries, Kolhapur
Dr. Ashok A. Ghatol	Member	Ex. Vice Chancellor, Dr. Babasaheb Ambedkar Technological University, Lonere, Maharashtra
Shri. P. T. Pandyan	Member	Managing Director, Quality Power Electrical Equipments Private Limited, Sangli.
Shri. L. V. Kulkarni	Member	Secretary, Dr. P.V.P. Shetkari Shikshan Mandal, Sangli
Prof. R. A. Kanai	Member	Professor and Executive Director, ADCET, Ashta
Dr. L. Y. Waghmode	Faculty Member	Professor & Vice- Principal, ADCET, Ashta
Dr. A. M. Mulla	Member Secretary	Principal, ADCET, Ashta

V. Academic Advisory Council

1. Prof. R.A. Kanai, Executive Director (Chairman), ADCET, Ashta.
2. Dr. A.M. Mulla, Principal, ADCET, Ashta
3. Dr. L.Y. Waghmode, Vice-Principal (Administrative), ADCET, Ashta
4. Dr. S.S. Ahankari, HoD, Mechanical Engineering
5. Mrs. S. S. Shinde, HoD, Electronics and Telecommunication Engineering
6. Mr. S.P. Patil, HoD, Information Technology
7. Mr. S. S. Sayyad, HoD, Computer Science Engineering
8. Dr. N.G. Savgave, HoD, Electrical Engineering
9. Dr. S.J. Arwikar, HoD, Civil Engineering
10. Dr. S. A. Patil, HoD, Automobile Engineering
11. Mr. S.S. Mohite, HoD, Basic Science
12. Dr. Shaila Subbaraman, Professor, Walchand College of Engineering
13. Mr. A. M. Prijade, Assistant Professor, Mechanical Engineering
14. Dr. Vitthal Bandal, Principal, Government Polytechnic College, Karad
15. Dr. S.P. Chavan, Professor, Walchand College of Engineering
16. Dr. S. P. Patil, Principal, Karmayogi College of Engineering, Pandharpur
17. Dr. P. J. Kulkarni, Deputy Director, Walchand College of Engineering, Sangli
18. Prof. D.G. Gadgil, Founder, HEM Electronics, Sangli
19. Mr. P. M. Kulkarni, Divisional Manager, KBL, Kirloskarwadi
20. Dr. N.D. Sangle, Vice-Principal (Academic) (Member Secretary) ADCET, Ashta

VI. List of Faculty Members Who are Administrators/Decision Makers

Sr. No.	Name	Responsibility
1	Prof. Kanai R. A.	Executive Director
2	Dr. Mulla A. M.	Principal
3	Dr. Waghmode L. Y.	Vice-Principal, Administration
4	Dr. Sangle N.D	Vice-Principal, Academics
5	Dr. A. Pasupathy	Dean, Research and Development
6	Prof. Mujawar Touheed	Dean, Campus Recruitment
7	Prof. S. B. Hivarekar	Head, Admissions and Image Building
8	Dr. Ahankari S. S.	HoD Mechanical Engineering
9	Dr. Patil S.A	HoD Automobile Engineering
10	Dr. Arwikar S.J.	HoD Civil Engineering
11	Dr. Savagave N.G	HoD Electrical Engineering
12	Dr. Jayarani A. D.	HoD Electronics & Telecommunication
13	Mr. Patil S.P.	HoD Information Technology
14	Dr. Shinde S. K.	HoD Computer Science & Engineering.
15	Prof. Mohite S.S	HoD Basic Sciences
16	Mr. Sutar Sandeep G.	In-Charge, Alumni Association
17	Mr. Pirjade A. M.	In-Charge, Workshop
18	Mrs. Lalit K. M.	In-Charge, Counseling Cell
19	Mr. Shivpoolaji Rudresh	In-Charge, Gymkhana
20	Mr. Adsul D. V.	Administrative Officer
21	Mrs. Raste M. M.	Coordinator, Central Library

VII. Internal Quality Assurance Cell

1. Prof. R.A. Kanai, Executive Director (Chairman), ADCET, Ashta.
2. Adv. R. R. Dange, Secretary , Sant Dnyaneshwar Shikshan Sanstha, Islampur
3. Dr. A.M. Mulla, Principal, ADCET, Ashta
4. Dr. L.Y. Waghmode, Vice-Principal (Administrative), ADCET, Ashta
5. Dr. S.S. Ahankari, HoD, Mechanical Engineering
6. Mrs. S. S. Shinde, HoD, Electronics and Telecommunication Engineering
7. Mr. S.P. Patil, HoD, Information Technology
8. Mr. S. S. Sayyad, HoD, Computer Science Engineering
9. Dr. N.G. Savgave, HoD, Electrical Engineering
10. Dr. S.J. Arwkar, HoD, Civil Engineering
11. Dr. S. A. Patil, HoD, Automobile Engineering
12. Mr. S.S. Mohite, HoD, Basic Science
13. Shri. Abhijit Patil, Alumni, Bharat Forge (Manager)
14. Dr. S. B. Bapat, Local Society, Ashta
15. Shri. Nitin S. Zanvar, Industrialist, Ashta
16. Dr. N.D. Sangle, Vice-Principal (Academic) (Member Secretary) ADCET, Ashta

A. Administrative Rules and Regulations

1. Pay Scales and Service Conditions for Teachers

1.1 General

- (i) There shall be only three designations in respect of teachers namely, Assistant Professor, Associate Professor and Professor. The designation in respect of Library Personnel shall be Librarian.
- (ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he/she possesses a Ph.D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- (iii) The pay of teachers and librarians shall be in two pay bands of Rs.15600-39100 and Rs.37400-67000 with appropriate "Academic Grade Pay" (AGP). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and librarians covered under this Scheme, subject to other conditions of eligibility being satisfied; have multiple opportunities for upward movement during their career.
- (iv) The ratio of Professors to Associate Professors to Assistant Professors in a UG Colleges shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professor in PG Colleges shall be in the ratio ordinarily of 1:2
- (v) Up to 10% of the posts of Professors shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the AICTE as applicable.

2. Pay Structure for Different Categories of Teachers

(a) Assistant Professor/Associate Professors/Professors in Technical Institutions:

- (i) Assistant Professor shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.
- (ii) Assistant Professor with completed service of 4 years, possessing Ph.D. degree in the relevant branch/discipline shall be eligible, for moving up to AGP of Rs. 7000.
- (iii) Assistant Professors possessing Master's degree in the relevant branch/discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.

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- (iv) Assistant Professors who do not have Ph.D. or a Master's degree in the relevant branch / discipline shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.
 - (v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subjected to their satisfying other conditions as laid down by AICTE.
 - (vi) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.
 - (vii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
 - (viii) Incumbent Assistant Professor and Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and shall be re-designated as Associate Professor.
 - (ix) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
 - (x) Associate Professor completing 3 years of service in the AGP of Rs.9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.
 - (xi) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.
 - (xii) Ten percent of the posts of Professors in an AICTE approved Institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher

Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.

- (xiii) For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations and as may be laid down by the AICTE.
- (xiv) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.
- (xv) All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two TEQIP sponsored programs, each of one week duration.

b) Principals/Directors in Degree Level Institutes:

- (i) Appointments to the posts of Principal/Director in these institutions shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by AICTE from time to time. The post of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month. Pay of all Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000 plus a Special Allowance of Rs. 3000 per month.

C. Librarian**a) Pay Scales and Career Advancement Scheme for Librarian:**

- (i) Librarian shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- (ii) All the conditions of eligibility and academic qualifications laid down by the AICTE shall be applicable for direct recruitment of Librarian.
- (iii) Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per guidelines laid down by the AICTE shall be eligible for the higher AGP of Rs. 7000 within the Pay Band of Rs. 15600-39100.
- (iv) Librarian/ College Librarian not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs. 6000, if otherwise eligible as per guidelines laid down by the AICTE, shall become eligible for the higher AGP of Rs. 7000.
- (v) After completing service of 6 years in the AGP of Rs. 6000. Librarian without the relevant Ph.D. and M.Phil shall, if otherwise eligible as per guidelines laid down by the AICTE, move to the higher AGP of Rs. 7000.
- (vi) On completion of service of 5 years, Librarian shall be eligible for the post of Librarian (Sele. Grade) in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs.8000, subject to their fulfilling other conditions of eligibility as laid down by the AICTE. They shall be designated as Librarian/College Librarian (Selection Grade).
- (vii) After completing 3 years in the Pay Bard of Rs. 15600-39100 with an AGP of Rs. 8000, Librarians / College Librarian (Selection Grade) shall move to the Pay Band of Rs. 37400-67000 and AGP of Rs. 9000, subject to fulfilling other conditions of eligibility laid down by the AICTE.
- (viii) Librarians (Senior Scale) in the AGP of Rs.7000 not possessing Ph.D. in Library Science or equivalent published work but who fulfill other criteria prescribed by the AICTE, shall also be eligible for being placed in the pay band of Rs. 15600-39100 with AGP of Rs. 8000.

3. Incentives for Ph.D. / M. Tech and other Higher Qualifications:

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, course-work and external evaluation as prescribed by UGC.
- (ii) M.Phil degree holders at the time of recruitment to the post of lecturer shall be entitled to two non-compounded advance increments.
- (iii) Those possessing Post Graduate degree in a professional course such as M.Tech in relevant branch / discipline recognized by a statutory University shall also be entitled to two non-compounded advance increments at the entry level.
- (iv) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant branch / discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc.
- (v) However, teachers in service who have been awarded Ph.D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course-work, If any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even If the university awarding such Ph.D. has not yet been notified.
- (vi) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university recognized by UGC.
- (vii) Teachers who acquire M.Phil. degree or a M.Tech degree in a relevant Branch/discipline recognized by a Statutory University while in service shall be entitled to one non-compounded advance increment.
- (viii) Five non-compounded advance increments shall be admissible to Assistant Librarian/ College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in library science.

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- (ix) Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, coursework and evaluation shall be entitled to three non-compounded advance increments.
 - (x) Librarian who have been awarded Ph.D. in library science at the time of coming into force of this Scheme or having been enrolled for Ph.D. in library science have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
 - (xi) Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the UGC for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
 - (xii) Librarian who has not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
 - (xiii) Two non-compounded advance increments shall be admissible for Librarian with M.Phil degree in Library Science at the entry level. Librarian acquiring M.Phil degree in Library Science at any time during the course of their service shall be entitled to one non-compounded advance increment.
 - (xiv) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M. Tech, at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.
 - (xv) For posts at the entry level where no such advance increments were admissible for possessing Ph.D. / M. Tech, under the earlier scheme, the benefit of five/two advance increments for possessing Ph.D./ M.Tech, shall be available to only those appointments which have been made on or after the coming into force of this Scheme.

4. Other Terms and Conditions

a) Increments:

- (i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage In the Pay Band.
- (ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- (iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

b) Allowances:

- (i) Allowances such as Transport Allowance, House Rent Allowance, Traveling Allowance, Dearness Allowance, and other benefits shall be at par with the state government employees.

C) Study Leave:

- (i) Institute shall grant study leave with pay for acquiring M. Tech. and Ph.D. in the relevant branch /discipline while in service.
- (ii) Teachers and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- (iii) All teachers who opt for this scheme have to enter with an agreement of service for a minimum duration of three years for ME/MTECH and minimum of five years for Ph.D. after completion of their degree.

5. Recruitments

5.1 Eligibility Criterion: [As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff (05th March 2010)].

5.1.1 Faculty Members (Engineering and Technology):

Faculty Members are recruited based on the qualifications prescribed by AICTE and Shivaji University, Kolhapur for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37-3/Legal/2010 dated 05/03/2010.

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
2	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
3	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is

			considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.
4	Principal	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech& PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable Qualification as above that is for the post of Professor as applicable.	Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee. Flair for Management and Leadership is essential

5.1.2 Faculty Members (Humanities & Science):

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience requirement.
2	Associate Professor	Qualification as above that is for the post of Asstt. Prof. as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
3	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level

			equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.
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5.1.3 Non-Teaching Staff:

a) Librarian

S. N.	Cadre	Qualification	Experience
1	Librarian	Master’s degree in Library science/information science/ Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree	No minimum Experience requirement.

b) Director of Physical Education

S. N.	Cadre	Qualification	Experience
1	Director of Physical Education	A Master’s degree in Physical Education (two year course) or Master’s degree in Sports or an equivalent degree with at least 55% marks or its equivalent CGPA and	Represented the university/College at the inter-university/inter-collegiate competitions or the State in national championships.

		<p>consistently good academic record.</p> <p>Passed the physical fitness test. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates , who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET</p>	
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c) Administrative Staff

S. N.	Cadre	Qualification	Experience
1	Administrative Officer /Registrar	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms	At list 5 years experience in academic Institution or equivalent post in academic administration
2	Superintendent	A Bachelor's Degree or equivalent	3 years of experience of administration
3	Stenographer	A Bachelor's Degree of equivalent Technical I) Typewriting English Grade High e and II)Shorthand English Lower Grade III) Knowledge of MS Office	1 or 2 years of service as Stenographer is desirable.
4	Junior Assistant (Typist)	A Bachelor's Degree or equivalent Technical 1) Typewriting English Higher Grade II) Knowledge of M.S. Office	1 year experience is desirable
5	Junior Assistant/Clerk	A Bachelor's Degree or equivalent and knowledge of MS Office	--
6	Laboratory Assistant	Diploma in appropriate branch of Engineering/Technology	--

	(Engineering)		
7	Laboratory Instructor (Science)	First Class B.Sc. in branch of Science concerned	--
8	Workshop Instructor	A certificate from I.T.I. in relevant Trade	--
9	Electrician/ Plumber Welder	A certificate I.T.I in relevant Trade	--
10	Driver	10th Standard, and should possess professional driving license	1 or 2 Years experience as Driver is desirable.
11	Peon	10th Standard Able to ride a bicycle in respect of male members	--
12	House Keeping Assistant	No formal education is required	--

5.2 Selection Procedure:

5.2.1 Selection Procedure of Teachers:

5.2.1.1 Eligibility Criterion: [As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff (05th March 2010)]. Faculty Members are recruited based on the qualifications prescribed by AICTE and Shivaji University, Kolhapur for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37-3/Legal/2010 dated 05/03/2010.

5.2.1.2 Selection Procedure:

Mode 1 is through the Shivaji University selection procedure. Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

- Shivaji University approval for filling the post is obtained.
- Advertisement in leading Newspapers.
- Scrutiny of applications received till the last date mentioned in the advertisement.
- Selection committee is constituted by the Shivaji University Kolhapur.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Process of interview.
- Submission of recommendation report to university for approval.
- Issue offer of Appointment to the selected candidate.
- Inclusion of the candidate in regular muster roll.
- Submission of report on “Change in Staff” for university approval.
- On receipt of approval, regularization of appointment is done.

Mode 2 is by Adhoc appointment as institute level through local selection committee.

The Procedure followed is as below:

- Advertisement in leading Newspapers.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Interview by local selection committee.
- Issue offer of appointment letter to the selected candidate.

5.2.2 Non-Teaching Staff:

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

- (a) Executive Director
- (b) Principal
- (c) Vice - Principal
- (d) Respective Head of Department

The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.
7. Issue offer of Appointment to the selected candidate.

6 Service Rules and Regulations

6.1 Service Conditions including Promotion Policy

- I. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.
 - Assistant Professor 15600-39100 AGP 6000, 7000 & 8000
 - Associate Professor 37400- 67000 AGP 9000
 - Professor 37400-67000 AGP 10000
- IV. The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by Government:

S. N.	Designation	Pay Band	AGP
1	Registrar	9300-34800	4400
2	Stenographer	9300-34800	4400
3	Superintendent	9300-34800	4300
4	Accountant	9300-34800	4300
5	Stenographer (Lower Grade)	9300-34800	4300
6	Head Clerk/Assistant Superintendent	9300-34800	4200
7	Deputy Accountant	9300-34800	4200
8	Library Assistant/Assistant Librarian	5200-20200	2800
9	Technical Assistant /Laboratory	5200-20200	2800
10	Senior Clerk	5200-20200	2400
11	Accountant/Assistant Accountant	5200-20200	2400
12	Steno Typist/Stenographer	5200-20200	2400
13	Senior Laboratory Assistant	5200-20200	2400
14	Skilled Technician	5200-20200	2400
15	Laboratory Assistant	5200-20200	2400
16	Store Keeper	5200-20200	2000
17	Library Assistant	5200-20200	2000
18	Junior Clerk/ Store Clerk/Library Clerk/ Typist	5200-20200	1900
19	Semi-Skilled Technician/ Wiremen / Plumber	5200-20200	1900
20	Laboratory Attendant/Library Attendant	4440-7440	1600
21	Peon/Hamal	4440-7440	1300

- V. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- VI. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- VII. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.
- VIII. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

6.2 Policy Related to Probation

- i. Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.
- ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management in case of non-satisfactory performance.
- iii. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- iv. If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.
- v. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

6.3 Policy Related to Increments:

- i. Increments will be sanctioned only on satisfactory report of performance of the Employee.
- ii. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- iii. In all cases, the increment is sanctioned by the Head of the institution based on appraisal report of the employee.

6.4 Policy Related to Promotion

- i. Promotion to higher level of service shall be made under the Career Advancement Scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution.
- ii. Other things being equal, seniority will be the deciding criterion.

6.5 Policy Related to Retirement

- i. An employee of the College shall be retired on Superannuation when he/she attaining 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like.
- ii. However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

6.6 Policy Related to Resignation

- i. Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof.
- ii. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
- iii. Any member of the Support Staff in permanent service shall give two months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay two months' salary in lieu thereof.

- iv. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Again, normally they will not be relieved in the middle of a semester.
- v. Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof.
- vi. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester.
- vii. However, the management reserves the right to waive the notice period or the compensation thereof.

6.7 Policy Related to Termination of Services of an Employee

- i. The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.
- iii. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.
- iv. A service file shall be maintained in case of all employees.
- v. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vi. The Management, subject to the ratification of the governing council, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.

6.8 Code of Conduct:

- i. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This

- provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
 - iii. No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.
 - iv. No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
 - v. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.
 - vi. Any faculty/staff members, who reports incidents of ragging will be given a certificate of appreciation, which will part of service record.
 - vii. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
 - viii. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
 - ix. An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
 - x. The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
 - xi. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
 - xii. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

- xiii. No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.

The following acts of commission/omission shall be treated as misconduct:

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

6.9 Disciplinary Proceedings

No order imposing any punishment on a Member shall be imposed except after.

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.
- ii. No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

7 Job Responsibilities of Teachers

The job responsibilities as a faculty consist of four components viz.

- Academic activities
- Research & Consultancy
- Administration and
- Extension Services

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components. Each of them is described below.

7.1 Academic Activities

1. Class Room Instructions
2. Laboratory Instructions
3. Curriculum Development
4. Development of Learning Resources Material & Laboratory Development
5. Student Assessment & Evaluation including examination work of University
6. Participation in Co-curricular& Extra Curricular Activities
7. Students guidance & Counseling & helping their ethical, moral, and overall character development
8. Keeping track of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book publication, seminars, etc.
9. Counting Education Activities
10. Self development through upgrading qualification, experience and professional activities

7.2 Research & Consultancy

1. Carry out Research & Development Activities and Research Guidance
2. Industry sponsored Projects
3. Provide Consultancy and Testing Services to industries in order to promote industry institution interaction and R & D.

7.3 Administration

1. Academic and Administrative management of the Department/Institution.
2. Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
3. Design and development of new programs.
4. Preparing project proposals for funding in areas of R & D work.
5. Laboratory Development, Modernizations, Expansion, etc.
6. Monitoring and Evaluation of Academic and research activities.
7. Participation in policy planning at the Regional/National level for development of technical education.
8. Helping mobilization of resources for the institution.
9. Develop, update and maintain MIS.
10. Plan and implement Staff Development activities.
11. Conduct Performance Appraisal.
12. Maintain accountability.

7.4 Extension Services

1. Interaction with Industry and Society.
2. Participation in Community Services.
3. Providing R&D Support and consultancy services to industry and other User agencies,
4. Providing non-formal modes of education for the benefit of the Community.
5. Promotion of entrepreneurship and job creation.
6. Dissemination of knowledge.
7. Providing technical support in areas of social relevance.
8. Any other relevant work assigned by the Head of the Institution.

7.5 Working Hours of the College

The college working week consists of 40 working hours. The normal working hours of the College is from 9.00 a.m. to 5.00 p.m. with a 45 minutes lunch break.

7.6 Teaching Days

The college shall have at least 180 full teaching day per year or 90 full teaching days per semester. Teaching days here shall mean actual class room/laboratory contacting teaching days and do not include days of examination/ tours/ sports etc.

7.7 Work Load

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

- Principal: 4 hours/week
- Professor: 8 - 10 hours/week.
- Associate Professor: 12 - 14 hours/week.
- Assistant Professor: 16 - 18 hours/week.

7.8 Leave Rules**7.8.1 Casual Leave**

- i. All the employees are entitled for 8 days of casual leaves in a year in an academic year (1st July – 30th June).
- ii. Faculty and staff who have not completed one year of service can avail CLs only on pro-rata basis.
- iii. Faculty and staff can avail CL for 2 days only at a stretch.
- iv. Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
- v. Casual Leave can either be prefixed or suffixed with vacation.
- vi. Casual leave not availed in a academic year will lapse.
- vii. The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- viii. Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.
- ix. Casual leave can be availed by individuals only on prior sanction.

- x. It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended.
- xi. The rules and regulations given above may be followed while working out the pay bill for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

7.8.2 Vacation Leave

- Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution.

7.8.3 Earned Leave

- All the office employees are entitled for 30 days of earned leave per year.

7.8.4 Medical Leave

- All the employees are entitled for **Ten Medical Leaves (ML)** in an academic year (1st July to 30th June).
- In case of **Medical Leave**, a medical certificate from Registered Medical Practitioner should be produced.
- In case of emergency, a special leave may be granted subject to the approval from Executive Director.
- In case of emergency / Medical Leave, the employee should inform to the concerned Head of the Department.

7.8.5 Maternity Leave

- All the lady employees are entitled for Maternity Leave (twice in the entire career) as per the prevailing norms prescribed by the authorities from time to time.

7.8.6 Permissions/Movements

Depending on urgency of the mater faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority. Such permission can be given two times per month only.

Competent Authority:

- For all teaching faculty- Principal/Vice-principal (in absence of principal)
- For all other staff - Respective Heads of Department/section

8 Faculty Development and Welfare Measures

8.1 Faculty Development

8.1.1 Higher Studies

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management, at institutions like IITs and IISC, Bangalore and other institutions of repute. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management. In this connection following guidelines will be followed:

- i. Preference will be given to those opting for doctoral programs, followed by Master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program and 3 years after completion of masters program.
- ii. In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

8.1.2 Seminars/ workshops/Conferences

- i. Faculty/Staff members will be sponsored by the management for seminars / conferences/ workshops and short term training programmes.
- ii. Financial assistance to the tune 50% will be provided.
- iii. The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.
- iv. The period of absence will be treated as ON DUTY during the period of attending the courses.

8.1.3 Promotion of Research Activities

- i. The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.
- ii. The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations.

- iii. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

8.2 Staff Development and Training

- Arranging in house training programme for improving skills.
- Deputing the staff members to attend training programmes outside.
- Financial assistance to the tune of 50% will be provided.

8.3 Welfare Measures

The following are service benefits and welfare measures extended to the employees of the College.

- Provision of canteen in the campus
- The Management grants maternity leave to the women employees, for a period of 180 days and limited to the first two living children.

B. Admission Rules and Regulations

Eligibility Criteria:

(1) Maharashtra State Candidature Candidate:

- (i) The Candidate should be an Indian National
- (ii) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical or Vocational subjects and obtained at least 50 % marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together.

OR

- (ii) Passed Diploma in Engineering and Technology and obtained at least 50% marks (at least 45 % marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only)

OR

- (ii) Passed B.Sc. Degree from a Recognized University as defined by UGC and obtained at least 50 % marks (at least 45 % marks, in case of backward class categories and Persons with Disability candidates belonging to Maharashtra State only)

- (iii) Obtained score in CET conducted by the Competent Authority.

(2) All India Candidature Candidates, Jammu and Kashmir Migrant Candidature Candidates:

- (i) The Candidate should be an Indian National
- (ii) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical or Vocational subjects and obtained at least 50 % marks (at least 45 % marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together.

OR

- (ii) Passed Diploma in Engineering and Technology and obtained at least 50 % marks (at least 45 % marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only)

OR

(ii) Passed B.Sc. Degree from a Recognized University as defined by University Grants Commission and obtained at least 50 % marks (at least 45 % marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only)

(iii) Obtained score in CET or JEE Main Paper I

(3) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National:

(i) The candidate should have passed the HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical or Vocational subjects, and obtained at least 50 % marks

(ii) Any other criterion declared by appropriate authority from time to time

Admission Procedure:

The students are admitted in the institute as per the provisions of **Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015**. The Centralized Admission Process (CAP) will be conducted by Competent Authority appointed by the Government of Maharashtra. As per the provisions of this act, following is the seat distribution for admission to First Year Engineering Courses.

Sr. No.	Type of the Institute	No. of Seats- as % of Sanctioned Intake			
		CAP Seats			Institutional Quota (including 5% Quota for NRI, if applicable)
		Maharashtra State(M.S.) Candidates	All India Seats	Minority Quota	
1	Unaided Private Professional Educational Institutions (excluding minority institutions)	Autonomous 65% (State Level) Non-Autonomous- 45.5 % for HU, 19.5 % for OHU	15%	Nil	20%

Allocation of Supernumerary Seats:

(a) OCI/ PIO, Foreign Students and the children of Indian Workers in Gulf Countries (CIWGC) Candidates:

i. These seats shall be subject to the maximum of 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time. Out of 15% seats, one third shall be reserved for the children of Indian Workers in Gulf Countries and two third seats shall be reserved for OCI / PIO or Foreign Students candidates.

ii. These seats shall be filled in by the institution on the basis of Inter-Se Merit of candidates.

(b) Jammu and Kashmir Migrant Candidature:

i. These seats shall be filled in by the Competent Authority.

ii. The number of seats for this quota shall be as per the policy of the Government.

(C) Tuition Fee Waiver Scheme (TFWS) Seats:

Seats up to maximum 5 percent of sanctioned intake per course shall be available. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30% of sanctioned seats in the respective courses are filled up in respective CAP Round. For calculation of 30%, the Institutional Quota seats retained by institute for the course shall be considered as completely filled.

Reservation:

All the reservations given below shall be applicable to candidates belonging to Maharashtra State only subject to the fulfillment of the eligibility criteria specified by respective authorities from time to time. The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State as given below:

Sr. No.	Category of Reservation	Percentage of seats Reserved
01	Scheduled Castes and Schedule Caste converts to Buddhism (SC)	13.0
02	Schedule Tribes (ST)	7.0
03	Vimukta Jati (VJ) De Notified Tribes (DT) (NT-A)	3.0
04	Nomadic Tribes 1 (NT-B)	2.5
05	Nomadic Tribes 2 (NT-C)	3.5
06	Nomadic Tribes 3 (NT-D)	2.0
07	Other Backward Classes (OBC)	19.0
Total		50.0

C. Hostel Rules and Regulations

1. Ragging is strictly prohibited in the college campus and hostel premises in any form; if someone found guilty, action will be taken as per the regulations notified by All India Council for Technical Education vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009.
2. All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
3. All residents are required to carry their valid Identity Cards issued to them by the Institute.
4. The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
5. All the students are expected to be in the hostel before 9.00 p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she has to take prior permission from the Warden.
6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation.
7. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any.
8. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
9. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway.
10. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels.

11. All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitors' book available at the hostel entrance with the security guard.
12. Students should not keep any unauthorized property and unauthorized guests in his/her room.
13. No person, either guest or otherwise shall be permitted to stay overnight in any part of the hostel.
14. In case, guest want to stay overnight in the hostel, he/she should take permission from warden.
15. Students are responsible for the safekeeping of their valuables. Students should provide their own locks and should take proper care of their belongings.
16. Students should handle hostel equipments, furniture, mess property carefully and not abuse or tamper with it. If so then applicable fine will be charged by the hostel management.
17. Students have to use water and electricity judiciously. If fan, tube, etc., found ON in the absence of the students at their rooms, fine will be charged by hostel authorities.
18. Garbage and wastage only be put at garbage box available nearby hostel premises.
19. Every case of illness and accident must be reported immediately to the hostel authorities.
20. No function or celebration shall be organized at hostel premises except with the permission of the Warden.
21. Allotment of room furniture etc. will be entirely at the discretion of the Warden and no complaint in this regard will be entertained.
22. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management.
23. No police complaint will be lodged by the student before taking prior permission from the hostel management.
24. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.

D. Regulations for Prevention and Prohibition of Ragging

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009. These regulations are accepted by ADCET. The regulations are as under:

1. Short title and commencement:

- (i) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.
- (ii) They shall come into force on the date of the notification.

2. Objectives:

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

3. Definitions:

- (a) “Act” means the All India Council for Technical Education Act 1987 (52 of 1987);
- (b) “Technical Institution” means an institution of Government, Government Aided and Private (self financing) conducting the courses/programmes in the field of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as notified by the Council from time to time;
- (c) ‘University’ means a University defined under clause (f) of section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be a University under section 3 of that Act.
- (d) “Academic year” means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- (e) “Head of the institution” means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- (f) “Fresher” means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- (g) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be. And
- (h) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

- 4. What constitutes Ragging: Ragging constitutes one or more of any of the following acts:**
- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
 - b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
 - c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
 - d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
 - e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
 - f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
 - g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 - h. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
 - i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

5. Measures for prevention of ragging:

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral patter of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
6. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in

this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.

7. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified/nominated by AICTE.
8. The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.
9. Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
10. In case of fresher's admitted to a Hostel it shall be the responsibility of the teacher Incharge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to fresher's accommodation is strictly monitored by wardens, Security Guards and Staff.
11. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'fresher's in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
12. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet

detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.

13. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
14. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
15. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
16. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places Some of such posters shall be of permanent nature in certain vulnerable places.
17. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.
18. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.
19. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.

20. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
21. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.
22. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

6. Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education:

- a) Anti-ragging Committee: Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Anti-Ragging Squad: Every institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that

the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d)** It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- e)** It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.
- f)** Mentoring Cell: Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g)** Monitoring Cell on Ragging: The State Govt./UT and the affiliating University shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or

Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

- h) The Monitoring Cell shall coordinate with the institutions, universities including deemed to be universities imparting technical education to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.
- i) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statues or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

7. Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.

1. The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.
2. The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service

rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

3. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.
4. The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

8. Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel

- (viii) Rustication from the institution for period ranging from 1 to 4 semesters
- (ix) Expulsion from the institution and consequent debaring from admission to any other institution.
- (X) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

- b)** An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
 - i. In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University;
 - ii. In case of an order of a University, to its Chancellor.
 - iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.

9. Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging:

1. Role of the concerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.
2. The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to AICTE annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.
3. All Letters of Approval issued by AICTE such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical

institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.

4. The AICTE shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;
 - i. No admission/Withdrawal of approval granted under section 10(k) of AICTE Act.
 - ii. Withholding any grant allocated.
 - iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the AICTE.
 - iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the AICTE, declaring that the institution does not possess the minimum academic standards.
 - v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.
5. As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt./UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council.

10. Duties and Responsibilities of the All India Council for technical Education:

- a) All India Council for technical Education, or the Central Government or the agency authorized for the purpose shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution Heads of institutions, faculty members, members of the anti-ragging committees and anti- ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the All India Council for technical Education/Central Government.

11. The All India Council for technical Education shall take the following regulatory steps, namely;

- a) The All India Council for technical Education shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The All India Council for technical Education shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The All India Council for technical Education shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the All India Council for technical Education that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by National Board of Accreditation or by any other authorized accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The All India Council for technical Education shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/Central Government and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- f) The All India Council for technical Education shall institute an Anti-Ragging Cell within the AICTE as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells and University Level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/central Government.

E. Regulations for Prevention of Sexual Harassment of Women At Workplace

1. Preamble

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 from the date of Gazette Notification i.e., w.e.f. 23.04.2013 and same has been published in the Gazette of India, Extraordinary, Part-II, Section-1, dated the 23rd April 2013 as Act No. 14 of 2013. The Act provides for protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. It is highly required that women are protected against sexual harassment at all the work places, be it in public or private. This essentially will contribute to the understanding of their right to gender equality, liberty and moreover, equality in their working conditions. The sense of security at the workplace/study place will improve women's participation in overall progress, resulting in their economic empowerment and inclusive growth as whole.

2. Women's Grievances Redressal Committee (WGRC)

India has recently passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("**Sexual Harassment Act**") and has made the law effective w.e.f. April 23, 2013. The law convincingly ardently states that "No women shall be subjected to sexual harassment at any workplace. The new sexual harassment act 2013 is exactly on the same terms as the Vishaka Judgment punishable up to five years rigorous imprisonment with/without fine or both. Annasaheb Dange College of Engineering and Technology (ADCET) has adopted the guidelines in Compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("**Sexual Harassment Act**") and guidelines laid down by the Supreme Court of India in its 13 August 1997 judgment on the Writ Petition (Criminal) Vishaka vs. State of Rajasthan for prevention and deterrence of sexual harassment in the workplace.

3. Key Provisions

The Act defines 'sexual harassment' to include such unwelcome sexually determined behavior (whether directly or by implication) such as:

- i. Physical contact and advances;
- ii. Demand or request for sexual favours;
- iii. Sexually coloured remarks;
- iv. Showing pornography; and
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

4. Harassment

Women's Grievances Redressal Committee or WGRC at Annasaheb Dange College of Engineering and Technology (ADCET) has been constituted in accordance of directives of the Ministry of Human Resources, Government of India, under the directive of Supreme Court of India. Annasaheb Dange College of Engineering and Technology (ADCET) is committed to ensure that a place of work / study to be free of sexual harassment, intimidation or any kind of exploitation. WGRC is meant for addressing issues/grievances/cases of sexual harassment and recommending their redressal. It is in keeping in view the Article 21 of the Constitution of India which assures every individual the right to live with human dignity, free from exploitation. It is therefore, obligatory to see that there is no violation of the fundamental right of any person. With this spirit that ADCET expects that its entire community – including students, faculty, staff and officers – will treat each other and visitors at ADCET with respect. All members of the ADCET family cover all women, irrespective of her age or employment status including those who are in temporary or short term positions are subject to this policy. Anyone violating this policy is subject to disciplinary action.

5. Objectives

The objectives of the Committee are:

- Prevent discrimination and sexual harassment against women, by promoting gender harmony among students and employees;
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support to the victimized and termination of the harassment;
- Recommend appropriate disciplinary action against the guilty party to the Principal/ Management
- The Committee seeks to achieve these goals through:
 - Dissemination of Information: Through production, distribution and circulation of printed materials, posters and handouts.
 - Awareness Workshops: About sexual harassment for faculty, non-teaching staff and students. The aim is to develop nonthreatening and non-intimidating atmosphere of mutual learning.

- Counseling: Confidential counseling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.

6. What is Sexual Harassment?

After the Supreme Court judgment on the landmark case of Vishaka Vs. State of Rajasthan and others in 1997, sexual harassment was legally defined as an unwelcome sexual gesture or behavior whether directly or indirectly as

- Sexually colored remarks
- Physical contact and advances
- Showing pornography
- A demand or request for sexual favors
- Any other unwelcome physical, verbal/non-verbal conduct being sexual in nature
- Unsolicited telephone calls / e-mails with the intention of sexual harassment.

If the following circumstances exist in relation to any behavior, that is, if any act is done under the following circumstances that would also count as sexual harassment:

- Implied or explicit promise of preferential treatment in employment / awarding marks
- Implied or explicit threat of detrimental treatment in employment / awarding marks
- Implied or explicit threat about her present or future employment status
- Interferes with work studies or creates an intimidating/hostile/offensive work/studies environment
- Humiliating treatment likely to affect her health and safety
- Creating a hostile work environment

Basically it is any unwelcome words or actions of sexual nature.

The critical factor in sexual harassment is the 'un-welcomeness' of the behavior, thereby making the impact of such actions on the recipient more relevant for consideration rather than the intent of the perpetrator. Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a University activity.

Examples:

- Denial of payment or official approval in the absence of sexual favors
- Pornographic pictures/messages displayed on desks or sent by email
- Remarks made about personal appearance and dress
- Colored jokes shared in the office that make others present feel uncomfortable.

7. Functioning of the Committee:

1. The Complaint Mechanism Procedure to File/report a complaint:

- An aggrieved woman can file a complaint within one month of the incident (or later if allowed by the committee).
- At first instance, the committee shall recommend appropriate psychological and emotional support/assistance.
- The complainant will have to submit a written and signed complaint addressed to the Convener or any member of the Committee.
- The identity of the aggrieved woman, respondent, witnesses as well as other details of the complaint will be kept confidential, cannot be published or disclosed to the public/.media.

2. Follow up of the complaint:

- The convener will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the committee will discuss the complaint.
- The committee shall look into the truth of the allegations contained in the complaint.
- If the case falls outside the purview of the committee, the complainant will be informed about the same by the appropriate authority.
- If the case comes under purview of the committee, an enquiry committee will be set up.
- A three member enquiry/fact finding committee will be set up comprising of two female members and one male member of the committee.
- The enquiry committee shall have the power to summon witnesses and call for required information from any person of ADCET.

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- Documents / information to be retained by the committee.
 - The enquiry has to be completed within time period of 90 days.
3. Submission of report:
- The enquiry committee will submit a report to WGRC committee and recommend the nature of action/penalties to be taken against person found guilty at the earliest by the appropriate authority.
 - As the case may be, they (Management) are mandated to take action on the report within 60 days.
 - The Act provides the option of a settlement between the aggrieved woman and the responded through conciliation but only on the request of the woman. However, money compensation cannot be a basis for the settlement.
 - In case of malicious complaints or false evidence, the committee may take action against the woman/person. However, simply not being able to prove an allegation will not mean that it is a false/malicious complaint.

F. Academic Rules and Regulations

1. Introduction:

Annasaheb Dange College of Engineering and Technology (ADCET) was founded with a vision to create educational facilities to the socially, educationally and economically underprivileged youth from rural areas in and around Ashta. A new chapter was added to the history of Ashta with the establishment of ADCET in the academic year 1999. The college is situated in Ashta village, 18 km from Sangli in a sprawling area of more than 20 acres, approved by the All India Council for Technical Education (AICTE) and affiliated to Shivaji University, Kolhapur. Over the years, the college has grown by leaps and bounds in every aspect. This college has become one of the pioneering technical institutions in this part of the country in a very short span offering 7 under graduate courses and 5 post graduate courses in engineering and technology. Founded on June 30th, 1999, by Hon. Annasaheb Dange, a highly regarded social reformer, Annasaheb Dange College of Engineering and Technology started with a mission of providing technical education to the rural masses of India and make them world winners. The institute creation signaled the beginning of the transformation of Ashta region in Sangli District of Maharashtra State. During its journey of 16 years, ADCET has grown from a narrowly focused technical institute to a regionally recognized technological hub.

The institute initially started with three courses in engineering having an intake capacity of 180 students and over a period of 16 years now the institute is currently running 7 UG courses and five PG courses with an intake of 690. Throughout its long history, ADCET has always focused its efforts on preparing students to use their innovative skills and strong work ethic to solve real-world problems and improve the lives of people around the region. Equipped with the extremely rich resources of an outstanding student body and faculty; strong partnerships with business, industry, and government; and support from alumni and friends, ADCET is designing a future of Indian preeminence, leadership, and service.

- ADCET is accredited with “A” grade by NAAC; two Programmes are accredited by NBA for three years and also having ISO 9001:2008 Certification.
- The strong academic work ethic at ADCET is balanced by a congenial college atmosphere incorporating both intercollegiate sports, campus traditions, and some 7 student organizations.
- Alongside their academic achievements, ADCET students are also active in the community, earning a well-rounded education through community service activities.

Some Salient features of the institute developed over a period are given below:

- State of the art laboratories and infrastructure.
- World class sports complex with full-fledged facilities.
- State of the art central library.
- Our student to faculty ratio is as per AICTE norms. We have attracted some of the best faculty with a passion to learn and teach.
- From the inception of the institute the institute has the history of producing rankers in the university examination (71 till date).
- The placement of the students is increasing year by year with more “A” Grade companies visiting the campus.
- The courses are NBA accredited
- The institute is NAAC accredited and ISO certified.
- Various MOU’s are signed by the institute with industries
- Implementation of outcome based (OBE) teaching method
- Number of student chapters for their overall development.

ADCET is committed to offer excellent engineering education to prepare the graduates with domain knowledge, requisite skills and right attitude. The Programme educational objectives aim to prepare engineering graduates capable of addressing many issues related with the respective Programme, both in the local and global context, and providing optimal engineering solutions with concern to economics, environment and ethics. Each stake holder of the institute is committed to prepare the students who will develop their expertise in their specialization within three to four years of experience of working in the field and will have concern to many social and contemporary issues. The lifelong learning and self study attitude developed during graduation studies will help them to upgrade technically and adapt to the changes constantly occurring in their field of specialization.

The College’s Academic Program Rules and Regulations are governed by Shivaji University, Kolhapur. The Institutional Rules and Regulations are governed by the ADCET- Academic Core Committee (ADCET-ACC). The Committee continuously monitors ADCET’s programs and, on the basis of our Total Quality Assurance processes, makes appropriate improvements as required. The committee also sets a definite time schedule for various academic activities. Various committees exist at department and institute level to improve specific programs and to monitor the successful academic progress of students.

2. Programmes Offered:

UG Programs (B. E.) offered by the institute			
Sr. No	Branch	Degree	Branch Code
1.	Mechanical Engineering	B. E. (Mechanical Engineering)	ME
2.	Electronics and Telecommunication Engineering	B. E. (Electronics and Telecommunication Engineering)	ET
3.	Computer Science and Engineering	B. E. (Computer Science and Engineering)	CS
4.	Electrical Engineering	B. E. (Electrical Engineering)	EE
5.	Civil Engineering	B. E. (Civil Engineering)	CE
6.	Automobile Engineering	B. E. (Automobile Engineering)	AU
7.	Aeronautical Engineering	B. E. (Aeronautical Engineering)	AE

PG Programs (M. E.) offered by the institute			
Sr. No	Name of the Department	Programs Offered	Intake
1.	Mechanical Engineering	M. E. Mechanical (Mechanical Design Engineering)	18
2.	Electronics and Telecommunication Engineering	M. E. Electronics and Telecommunication Engineering	18
3.	Computer Science and Engineering	M. E. Computer Science and Engineering	18
4.	Electrical Engineering	M. E. Electrical Engineering (Electrical Power System)	18
5.	Civil Engineering	M. E. Civil Engineering (Structural Engineering)	18

3. General Curriculum Information:

Every branch has a prescribed course structure which in general terms is known as Curriculum. It prescribes courses to be studied in each semester. Shivaji University, Kolhapur provides a syllabus for each course of each program. The purpose of a curriculum is to ensure that all graduates gain an in-depth understanding of the methods employed and the current state of knowledge in a major field of study. The duration of an Engineering Program is four academic years with two semesters in a year. Total duration of each semester is generally of 20 weeks. The Shivaji University curriculum structure consists of Lecture, Practical, Tutorials, Assignment and Drawing in the Teaching scheme and the assessment scheme consists of a Theory Paper and Term work in order to demonstrate that Program Educational Objectives and Course Outcomes have been achieved. The booklet containing courses structure along with detail syllabus for each course of each program is updated periodically and is uploaded on the college website <http://www.adcet.in>.

The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student. Evaluation will also be based on assessing core skills, professional skills and communication skills gained by the student.

U. G. Program consists of courses in Humanities and Social Sciences (HS), Basic Sciences (BS), Engineering Sciences (ES), Professional Core (PC) and Professional Elective (PE), Open Elective (OE), Project work and Dissertation. The sequences of studies consist of broadly four stages.

The first stage involves introduction to courses in basic sciences, humanities and social sciences engineering sciences,. This shall be common to all UG programs.

The second stage involves the study of engineering courses that emphasize a broad based knowledge in interdisciplinary areas which enables a student to appreciate the links between basic science, engineering science, technology and humanities.

In the third stage, a student is exposed to courses in the chosen branch of Engineering which dwell on the principles governing design and which develop in them the ability for physical and analytical modeling, design and development.

During the fourth stage, a student studies problems of integrated design with an awareness of size, performance, optimization and cost. The student works for his/her final year project in a small group under the supervision of the faculty member/instructor assigned to the group.

A student is also introduced to the social and economic objectives of the era and to the interaction between man, machine and nature. This is achieved through courses in humanities & social sciences, through practical training, fieldwork, industrial visits, seminars etc.

3.1. Seminar

Seminar is a course requirement, wherein under the guidance of a faculty advisor, a student is expected to do in-depth study in a specialized area by carrying out a literature survey, understanding different aspects related to that area, preparing a status report based on the topic chosen. For a seminar course, a student is expected to learn investigation methodologies, study relevant research papers, correlate work of various authors/researchers critically, study the concepts, techniques & prevailing results, analyze those, prepare a seminar report on all these aspects. It shall be mandatory to give a seminar presentation before a panel constituted for this purpose. The grading shall be done on the basis of the depth of the work done, understanding of the problem, technical quality of the report prepared and presentation given by the student.

3.2. Project/Mini Project:

Project/Mini project is a course requirement, wherein under the guidance of a faculty advisor, a final year student is required to do some innovative/contributory/developmental work with application of knowledge earned while undergoing various theory and laboratory courses in his/her course of study. A student has to exhibit both analytical and practical skills through the project work.

A student has to carry out project under the guidance of a faculty advisor from the same discipline unless specifically permitted by the Department Academic Committees (DACs) of the concerned departments in case of interdisciplinary projects or DAC of the parent department in case of industry sponsored projects.

The B. E. project shall be done in the final year and is divided into two stages. Normally the first stage shall be carried out in Semester-VII while the second stage shall be carried out in Semester-VIII. The quantum of work expected to be carried out by a student in each phase shall be in accordance with assessment criteria mentioned in the assessment section.

4. General Assessment Information

Assessment includes direct evidence of student learning from different sources such as assignments from individual courses, tests, student's seminars and projects. All contribute to program assessment. The best evidence from learning comes from direct observation of student work. The assessment may answer question like:

1. Is the student learning as expected?
2. Has the student's work improved over the semester?
3. How well has the student achieved learning outcomes set for the course?
4. What are the student's strengths and weaknesses?
5. Are the assignments helping students achieve the expected level of knowledge or skills?

4.1. Assessment of Class Tests (CT)

Class Tests are planned and scheduled as indicated in the Academic Calendar to assess the student performance and to identify academically weaker students. The three tests are planned in a semester and their assessment is as follows;

- i. I-Class Test of 25 marks
- ii. Mid Term Test of 50 Marks
- iii. II-Class Test of 25 marks

4.2. Assessment of Laboratory Work/Term work

The assessment of laboratory course shall be continuous and based on turn-by-turn supervision of the student's work and the quality of his/her work as prescribed through laboratory journals and his/her performance in viva-voce examinations uniformly distributed throughout the semester. The entire assessment of a student shall be based on Class Tests and Internal Practical Examination at the end of the semester and linked to Course Outcomes. The grades for Laboratory and Term work assessments are as follows;

- i. 10 marks from Class Tests
- ii. 15 marks for Regular performance of Experiments assessed by Faculty In-charge

4.3. Assessment of Project/Seminar/Mini-Project

1. Every student has to undertake seminar, mini-project, project of professional nature and interest at various levels of study. The topic of seminar or work related with mini-project/project may be related to theoretical analysis, an experimental investigation, a prototype design, new concept, analysis of data, fabrication and setup of new equipment etc.

- The student shall be evaluated for his/her seminar or mini-project/project through the quality of work carried out, the novelty in the concept, the report submitted and presentation(s) etc.
2. The Seminar/Project report must be submitted by the prescribed date usually two weeks before the end of academic session of the semester.
 3. The seminar report and the presentation of seminar shall be evaluated by three departmental faculty members (decided by PEC).
 4. The mini-project shall be evaluated jointly by External Examiner and Internal Examiner as per the guide lines of SUK.
 5. The assessment of B. E project work shall be carried out in two semesters as shown below:

Details		Evaluated by	Tentative Schedule	Marks
Odd Semester BE				
1	Synopsis Submission	Guide	By I Week of August	
2	Presentation of Synopsis & Literature Review	PEC	By I Week of October	
3	Term work/Oral Examination	Guide/PEC/ Examiners	As per University Schedule	
Even Semester BE				
4	Presentation of Complete Work	PEC	By end of March	
5	Submission of Thesis	Guide	By I-Week of April	
6	Term work/Oral Examination	Examiner	As per University Schedule	

5. Discipline & Conduct

1. Every student will maintain discipline and decorous behavior both inside and outside the campus with faculty and their friends and will not involve in any activity, which shall tend to bring down the prestige of the institute.
2. Any act of indiscipline of a student reported to the Authorities, shall be discussed in ADCET-ACC meeting. The Committee shall enquire into the charges and recommend necessary action if the charges are substantiated.
3. If a student while studying in the institute is found indulging in anti-national activities contrary to provisions of acts and laws enforced by Government s/he is liable to expulsion from the institute without notice.
4. If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra Anti-ragging act 1999.
5. The students should not involve in any activity such as “common off”. If they are found to be involved in “common off”, are liable to disciplinary action as decided from time to time.
6. Admission to FE and Direct SE Engineering shall be carried out as per the Rules and Regulations of Department of Technical Education (DTE) Government of Maharashtra.
7. If a student is found guilty of malpractice in examinations then s/he shall be punished as per the recommendations of the Flying Squad constituted by Controller of Examinations, Shivaji University, Kolhapur. The maximum punishment may be expulsion from the institute.
8. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at ADCET. The valid ID card must be presented for identification purpose as and when demanded by authorities. Refusal shall be subjected to disciplinary action
9. All students shall attend academic activities in institute uniform except on Wednesdays and Saturdays.
10. Mobile phones are strictly banned during academic hours. Mobile phones must be switched off before entering classrooms or laboratories. If any student is found using mobile phones during academic hours, s/he will be liable to necessary action.
11. The student has to submit an undertaking regarding the conduct and discipline in the institute before the start of every semester. They are liable for necessary action for misbehavior in department/institute activities.

12. All students must handle Laboratory Equipment, Machines and Computers in the institute with proper safety and care.
13. All students must use all internet facilities ethically.
14. The library facilities shall be properly used. All students must adhere to the rules and regulations of ADCET Library.

Student once admitted in the institute shall follow instructions issued from time to time.

6. Attendance Requirements

1. Attendance shall be monitored on regular basis during theory and laboratory hours and conveyed to parents at the end of every month. The cumulative record of attendance will be maintained by class monitors.
2. Disciplinary action may be taken against students who come late to classes.
3. No student is permitted to remain absent without prior permission of the authorities.
4. As per the norms prescribed by Shivaji University, Kolhapur, students having attendance less than 75% are liable to be declared as 'Defaulters'.
5. The list of the students having attendance less than 75% at the end of first month will be displayed on the notice board up to 5th day of the following month and the same will be intimated to their parents. Such students will be called for counseling by their respective HoD.
6. The list of the students having cumulative attendance (1st and 2nd month) less than 75% in at the end of second month, will be submitted to the respective HoD's up to 5th day of the 3rd month and the same will be intimated to their parents. Such students along with their parents will be called for counseling by the ACC.
7. The list of the students having cumulative attendance (1st, 2nd, & 3rd month) less than 75% in the 3rd month will be submitted to the ACC up to 5th day of the last academic month and the same will be intimated to their parents. Such students will be declared as 'Defaulters'. In such cases, the decision of ACC committee will be final.
8. Attendance in Co curricular and Extra Curricular activities of the Institute and Department is compulsory.

It is required to take prior permission to attend Co curricular and Extra Curricular activities outside ADCET from the competent authority (HoD).

7. Student Support Services

7.1. Student Life Skills Development Program

On joining the institute, a student or a group of students shall be assigned to a Faculty Advisor who shall be mentor for a student throughout his/her tenure in the institute. A student shall be expected to consult their Advisor on any matter relating to his/her academic performance and the courses he/she may take in various semesters. The Advisor shall be the person to whom the parents/guardians should contact for performance related issues of their ward. The role of a Faculty Advisor is to:

1. Act as a guide about the rules and regulations governing the courses of study for a particular degree.
2. Help individual students plan their academic programs in ways that are consistent with their career objectives.
3. Pay special attention to weak students.
4. Guide and liaison with parents of students for their performances.
5. Arrange of makeup and learning-for-success classes.

7.2. Students at-Risk

A student with poor academic performance should continuously seek help from his/her Advisor, and Head of the Department (HoD). Additionally the Advisor or HoD must keep in constant touch with his/her parents/local guardians to keep them informed about academic performance. The institute also shall communicate to the parents/guardians of such student at-least once during each semester regarding his/her performance in in-semester and mid-semester examinations and also about his/her attendance. It is expected that parents/guardians too keep constant touch with the concerned Advisor or HoD. Learning-for-Success classes shall be organized through the Head of the Department for students who are academically at-risk.

8. Academic Awards

The institute has implemented the academic awards scheme to encourage students to perform better in examinations. The scheme details are given below:

Sr. No.	Name of the Award	Eligibility	Max. Prize Money
1	Academic Genius	First Rank in University in Engineering and Technology (E & T) (Considering all branches of E & T run in the University)	Rs. 100000.00 (One Lac only)
2	Academic Leader	First Rank in University in respective branch of Engineering and Technology	Rs. 25000.00 (Twenty – Five Thousand only)
3	Academic Deputy Leader	Second to Tenth Rank in University in respective branch of Engineering and Technology	Rs. 10000.00 (Ten Thousand only)
4	Academic Deputy	Class Toppers with Distinction (Final Year)	Rs. 5000.00 (Five Thousand Only)
5	Academic Deputy Jr.	Class Toppers with Distinction (First to Third Year)	Rs. 3000.00 (Three Thousand only)

Important Notes:

1. Prize money for the awards at sr. no. 1, 2, 4 and 5 will be shared if two or more candidates assume the same position based on the eligibility criteria.
2. For awards at sr. no. 3 point 1 is invalid. (i.e. each candidate is eligible for the max. prize money even though two or more candidates assume the same position.)
3. The awards at sr. no. 4 and 5 are applicable to each class of each shift.
4. If a candidate is eligible for two or more awards based on the eligibility criteria, then he will be considered for the highest award only. Detailed illustration is given below.
 - 4.1 If a candidate from Mechanical Engineering is eligible for award at sr. no. 1, then the award at sr. no. 2 and at sr. no. 4 for Mechanical Engineering will stand null and void.
 - 4.2 Similarly, if a candidate from Mechanical Engineering is eligible for award at sr. no. 2, then the award at sr. no. 4 for Mechanical Engineering will stand null and void.
 - 4.3 Likewise, if a candidate from Mechanical Engineering is eligible for award at sr. no. 3, then the award at sr. no. 4 for Mechanical Engineering will stand null and void.
5. Point no. 4 including its sub-points is applicable to all other branches run by the institute.

9. Shivaji University Rules & Regulations

9.1. Shivaji University Rules and Regulations for Passing

A candidate to be eligible for a degree will be required to pass examinations as under;

- a. First Examination in Engineering Sem. I & II
- b. Second Examination in Engineering Sem. III & IV
- c. Third Examination in Engineering Sem. V & VI
- d. Fourth Examination in Engineering Sem. VII & VIII

9.2. A candidate to pass the examination, must obtain, a minimum of 40% marks in each head of passing with an aggregate of 45%.

9.3. A candidate will get a choice to reappear for any heads if he/she do not qualify in aggregate

9.4. The award of class in the examination is as follow;

- a. Minimum of 45% for Pass Class
- b. Minimum of 50% for Second Class
- c. Minimum of 60% for First Class
- d. Minimum of 66% for First Class with Distinction

9.5. Grace Marks for getting higher class

9.5.1. A candidate who passes in all subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing class/higher second class or first class by marks not more than 1% of aggregate marks of that examination or up to 10 marks, whichever is less. Benefits of above mentioned marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also if prescribed in the examinations concerned.

9.5.2. Grace marks for Distinction in subject only

A candidate who passes in all the subject/head of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the subject/s falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks up to three in maximum two subject, subject to maximum of one percent of total marks of that head of passing whichever is more, in a given examination. Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such a examination/s for which provision for distinction in a subject has been prescribed.

9.5.3. Grace marks for passing in each head of passing

The examinee shall be given the benefit of grace marks only for passing in each head of passing is up to maximum of 10 marks provided that the benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination. This is applicable only if the candidate passes the entire examination of semester/year.

9.5.4. Condonation

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However, condonation whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

9.6. Allowed To Keep Term (ATKT) Rules

9.6.1. A candidate who fails in Semester-I of FE, Semester-III of SE, Semester V of TE and Semester VII of BE are allowed keep term for Semester-II of FE, Semester-IV of SE, Semester VI of TE and Semester VIII of BE.

9.6.2. A candidate is allowed to keep term to III Semester of SE, if he/she has failed in not more than three heads of passing in I and II Semester of F.E.

9.6.3. A candidate is allowed to keep term to V Semester of TE, if he/she has cleared all heads of passing of I and II Semester of F.E. and failed not in more than three heads of passing of III and IV Semester of S.E.

9.6.4. A candidate is allowed to keep term to VII Semester of BE, if he/she has cleared all heads of passing of III and IV Semester of S.E. and has failed not in more than three heads of passing of V and VI Semester of T.E.

9.7. Not Fit for Technical Course (NFT)

No candidates will be admitted to S.E. Sem. I course if he/she fails in more than three heads of passing at the first year (SEM I & SEM II) examination.

All students should pass/clear first year within a period of **three academic years** from the date of admission to the F.E. Sem. I course.

A candidate requesting for Photo copy or revaluation shall apply to the SUK within 15 days after the announcement of their results.