



Savitribai Phule Shikshan Prasarak Mandal, Kamlapur

(Reg. No. MAH/7203/96 Solapur Dt. 16/12/1996 & F-5409 Solapur Dt. 25/04/1997)

Gat No. 273/2/A, Godsewadi-Kamlapur, Tal-Sangola, Dist-Solapur – 413 307

Tel: 0218-283 324 Telefax : 02187-222 901

E-mail : spspmkamlapur@gmail.com, website : www.spssp.org

Human Resource Policy Manual



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1) ABOUT THE TRUST:

a) Name of the Trust: Savitribai Phule Shikshan Prasarak Mandal

b) Registered Address: At Post Kamlapur, Taluka Sangola

Dist. Solapur. 413307.

c) Registration Number: Maharashtra/7203/96/Solapur Dated -16/12/1996

d) Board of Trustees: It is executive body of the Trust and apex decision making authority.

2) ABOUT THE COLLEGE:

a. Name of the College: SPSPM's, SKN Sinhgad College of Engineering,

b. Address of the College: Gat. No.664, Atpadi Road, Korti.

Tal. Pandharpur, Dist. Solapur. 413 304.

c. Contact Details of the College: 02186-250146, 08046881444

email Id: principal@sknscoe.ac.in

Website: <https://www.sknscoe.ac.in>

d. Approved by: AICTE, New Delhi and Government of Maharashtra.

e. Affiliated to: Punyashlok Ahilyadevi Holkar Solapur University, Solapur.



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f. Vision of the College/ Institute:

We are committed to transform SKNSCOE, as a leading technological institute in India which offers a dynamic learning environment with value based education through self-learning and innovative thinking in students.

g. Mission of the College/ Institute:

- SKN Sinhgad College of Engineering offers a unique culture to enhance Self Esteem, Team Spirit, and Life Skills of students to match the need of fast changing world.
- The Institute focuses on self-learning abilities, Project based Learning through well-defined curricular and co-curricular activities.

h. Objectives:

- To provide quality education in the field of engineering.
- To offer value-based education through innovative thinking in students.
- To serve interest of student's community as well as the corporate and industrial sectors.
- To achieve Academic excellence.
- To maintain a close liaison with the industry and other leading organizations
- To build the institution as a knowledge hub.
- To imbibe self-learning abilities in the engineering students through project-based learning.
- To provide platform to the students for their overall development through co-curricular and extra-curricular activities.
- To improve employability and competency of the students.



i. Quality Policy:

Quality Policy of the institute aims to provide foremost infrastructure, equipment and competent faculty to shape overall development of the students in terms of their technical excellence and personality traits meeting ever changing expectations of the stakeholders.

j. Board of Governors:

Board of Governors (BOG) is approved by the Board of Trustees as per AICTE/Government norms. It is the apex policy recommendation authority of the college. It has sub-committees namely Academic Advisory Committee/ Research Advisory Council. College Development Committee, Finance Committee, Building Committee, Purchase Committee, Other Committees. The main purpose of the Governors is to decide the overall strategic direction, mission and educational character of the organization.

More specifically, the Board of Governors is responsible for:

- Setting the institute's vision and strategic aims, agreeing plans and policies and making creative use of resources.
- Approving an annual College budget
- Appointing and overseeing the work of the College Management Team comprising the principal, Vice Principal & Deans
- Ensuring that the institute is accountable to the student and parents it serves, to its local community, to those who fund and maintain it, as well as to the staff it employs.
- Determining the educational character and mission of the College and for the oversight of its alterities.



k. College Development Committee [CDC]:

The college shall constitute College Development Committee (CDC) as per the provisions in the University Act. The College Development Committee shall meet at least twice a year and its proceedings minutes shall be maintained properly. Members elected or nominated shall have a term of five years.

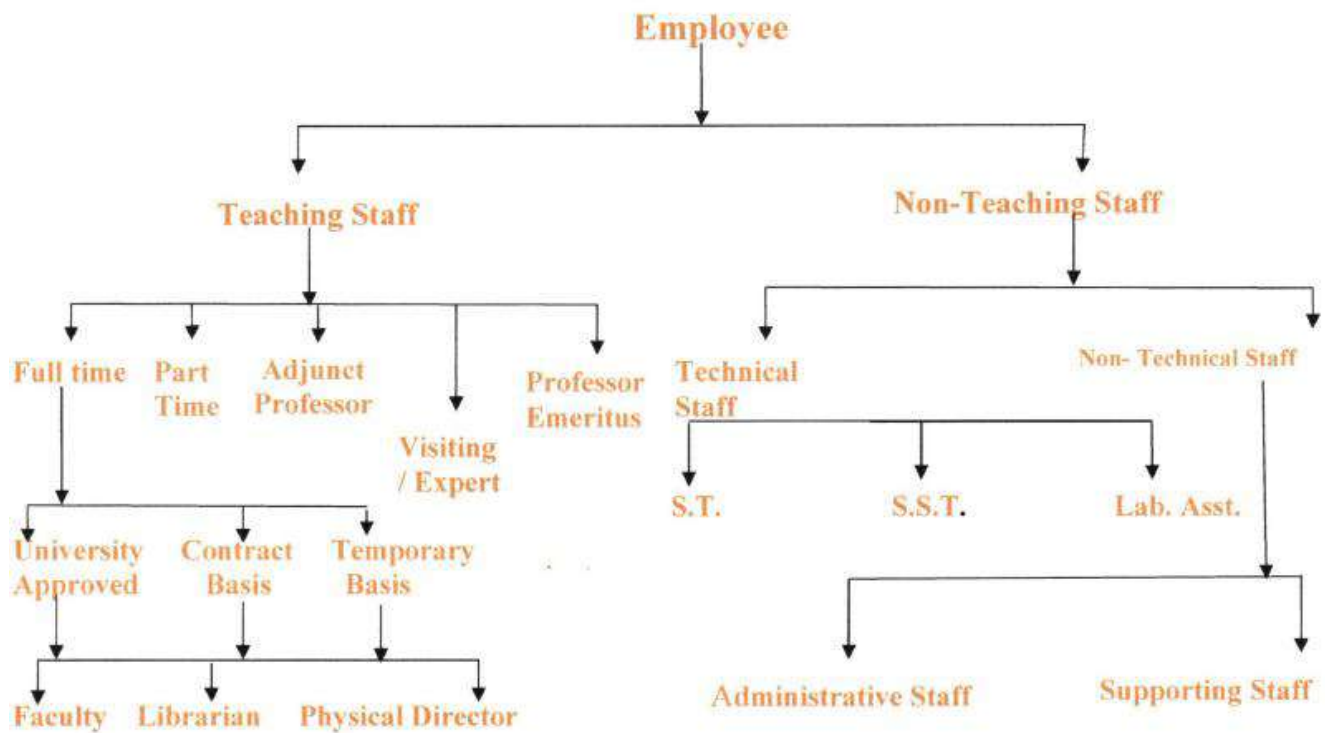
The powers and duties of the local managing committee are:

- a. Prepare the budget and financial statements.
- b. Recommend to the management the creation of the teaching and other posts.
- c. Determine the programmer of instruction and internal evaluation and to discuss the progress of studies in the college.
- d. Make recommendations to the management for the improvement of the standard of teaching in the college.
- e. Formulate proposals of new expenditure not provided for in the college budget.
- f. Advice the principal regarding the intake capacity of various classes. Preparation of time-tables, distribution of the available teaching work-load and such other matters relating to the internal management of the college and discipline of the college students as may be referred to it by, the principal, from time to time.
- g. Consider and make recommendations on the inspection report if any.
- h. Consider and make recommendations on the report of the local inquiry committee, if any.

Chapter 1: Human Resource Planning

I) Employee Classification:

The employees of SPSPM College's are classified on a functional basis to optimize institutional competency through clearly defined authority and responsibility at each level as given below:





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II) Recruitment Process:

A) Teaching Staff

1) Designations and Eligibility: For Engineering

	Cadre	Qualification	Experience
1.	Assistant Professor	Assistant Professor BE/B.Tech. & ME/M.Tech. in relevant branch with 1st class or equivalent either in BE/B.Tech. or ME/M.Tech.	
2.	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years' experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
3.	Professor	Qualifications as above that is for the post of Associate Professor, applicable. 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



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			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 fit by the expert members of the Selection committee.
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B) For Principal/Director:

Programmer	Cadre	Qualification	Experience
	Principal/Director	Qualifications as above that is for the post of Professor, as applicable Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years' experience in teaching / Research / Industry out of which at least 3 years shall 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 level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books /



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			research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.
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1. Equivalence for PhD is based on publication of 5 International journal papers, each journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.

2. PhD shall be from a recognized University.

3. For an incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor, provided the incumbent Assistant Professor has acquired or acquires Ph. D Degree in the relevant discipline.

4. Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.

5. If a class/ division is not awarded, minimum of 600/o marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%



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7.25	65%
7.75	70%
8.25	75

C) For Librarian

1. A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks [or an equivalent grade in a point - scale, wherever the grading system is followed)

2. A consistently good academic record, with knowledge of computerization of a library.

3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test [NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the following conditions: -

a) The Ph.D. degree of the candidate has been awarded in the regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;



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e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

D) For Physical Director:

1. i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 550/0 marks (or an equivalent grade in a point-scale, wherever the grading system is followed)

ii) Record of having represented the university / college at the inter-university/inter-collegiate competitions or the State and/ or national championships.

iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions: -

a) The Ph.D. degree of the candidate has been awarded in regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal; e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D. work.

OR

2. i. NET/SLET/SET shall also not be required for such Masters Programmers in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test



accredited by the UGC like SLET/SET.

ii. Passed the physical fitness test conducted in accordance with these Regulations. OR An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

2) Recruitment Process for Full Time University Approved Teachers:

The procedure defined by the University as per University Statutes, Ordinances, Circulars, etc. will be taken in to consideration for the recruitment in this regard as given below;

- a) Calculations of faculty requirement based on workload and AICTE norms in respect of student ratio and cadre ratio.
- b) Taking approval from the University for filling up of the vacant posts.
- c) Preparing the roaster as per Government Reservation policy and taking approval for the same from the competent authority.
- d) Taking approval from the University to the draft advertisement for filling up the vacant posts.
- e) Advertisement as per approved draft, is published in at least one national level and one local level published documents such as daily, weekly, fortnightly or monthly giving the time approved by the University to submit the applications by aspirant candidates.
- f) Request is made to employment exchange and special cell of University for getting the list of Reserved Category candidates.
- g) Scrutinizing the received applications by constituting scrutiny committee as given below:
 - i) Scrutiny committee for the Principal
 - Trust President or his Nominee
 - Two Principals of affiliated colleges
 - Registrar/Desk Officer of the College
 - ii) Scrutiny committee for faculty
 - Trust President or his Nominee
 - Principal of the college
 - Registrar/Desk Officer of the College



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h) Requesting the University for the names of nominees and experts on the Selection Committee and accordingly constituting selection committee as follows;

I. For Principal: -

- | | |
|--|------------|
| i. Chairman of Governing Body or his nominee | - Chairman |
| ii. VC Nominee | - Member |
| iii. VC Nominee (Special Cell) | - Member |
| iv. VC Nominee (Woman (If Applicable)) | - Member |
| v. DTE or his Nominee | - Member |
| vi. AICTE Nominee | - Member |
| vii. VC Appointed expert | - Member |
| viii. VC Approved Two experts | - Member |
| ix. Secretary of the Trust or his nominee | - Member |

The required quorum is minimum four members out of which minimum two shall be experts.

II. For Teachers: -

- | | |
|---|------------|
| i. Chairman of Governing Body or his nominee | - Chairman |
| ii. VC Nominee | - Member |
| iii. VC Nominee (Special Cell) | - Member |
| iv. VC Nominee (Woman (If Applicable)) | - Member |
| v. DTE or his Nominee | - Member |
| vi. AICTE Nominee | - Member |
| vii. 3 Subject Experts - Members
(1 VC Appointed, 2 University
Approved Experts Principal of the College) | - Member |
| viii. Concerned HOD | - Member |

The required quorum is minimum four members out of which minimum two shall be experts.



-
- i) Date(s) of interviews are finalized in consultation with VC nominee and the letters are dispatched to the members of the committee and call letters to the candidate's minimum seven days in advance before the date of interview.
 - j) Issuing Interview call letters to the candidates recommended by the scrutiny committee and selection committee members, giving time of minimum seven days by post and email (if available).
 - k) Call letters to reserved category candidates are sent through RPAD and email (if available)
 - l) Interviews are conducted as per the schedule and Selection Committee reports are prepared.
 - m) These reports, along with Form-A, Form - B and necessary documents, are submitted to university within 72 hours from the time of completion of interviews.
 - n) After approval from the University, Appointment Order letters are issued to the concerned by prescribing pay scale, terms and conditions, etc.
 - o) Acceptance of the appointment orders is communicated by the candidates.
 - p) Candidates submit joining reports and join the duty.
 - q) The above steps are repeated for vacant positions, if any.
 - r) Completion of the formalities related to acceptance of order and joining of the candidates.

3) Recruitment Process for Full Time Teachers on Contract and Temporary Basis:

- a) This is not applicable for the post of Principal.
- b) This procedure be carried out through Local Selection Committee consisting of argument representatives, Principal and concerned HOD/ subject expert.
- c) The applications received through advertisement or submitted by the aspirants so motto may be considered in the process of selection.
- d) The Local Selection Committee through demo lecture and/or interview shall carryout the selection process and appointment orders be issued accordingly to the concerned candidates mentioning pay, terms and conditions, nature and period of the order, etc.
- e) The period of appointment for contract basis shall not be more than 2.5 years and that for temporary basis shall not be more than 1 year.
- f) Principal is authorized to make such appointments directly in case of urgent requirements.



4) Recruitment Process for Part Time Faculty, Adjunct Professor, Visiting/Expert Faculty and Professor Emeritis:

- a) Principal/HOD with consent from Principal may appoint Part Time Faculty on Clock Hour Basis [CHB) with appropriate per hour or per subject consolidated remuneration. The period of appointment shall not be more than one academic year.
- b) Principal with consent from Chairman/Secretary of the Trust may appoint Adjunct Professor with appropriate per month remuneration, with due terms and conditions. The period of appointment shall not be more than three years.

Adjunct Faculty is hired by a college to teach but is not full time member of the faculty. Adjunct Faculty is a part-time or contingent instructor. The Adjunct Faculty should be an eminent Professional/ Scientist/ Engineer having recognition at national/ international level and having outstanding published work.

EXPERIENCE: Any candidate for Adjunct Faculty/ Resource person having 10 to 15 years of experience from industry/ organization shall satisfy the following norms:

- Teaching and research organizations of State/ Central government Institutions/ Universities Central and State Public Sector Undertakings (PSUs) or reputed Industries.
- Civil servants (IAS/ IPS/ officials from Central and Provincial Services) and professionals and officials from professional Councils.
- NRIs and PIOs working with reputed overseas academic, research and industrial organizations or having a demonstrated interest in Indian issues.

QUALIFICATIONS: Candidate for Adjunct Faculty/ Resource person from in should have relevant professional qualifications.

- c) Principal/HoD with consent from Principal may invite a visiting faculty who is working in other Academic/industrial/Research Organization for the Expert Lectures and the remuneration be given on hourly basis as per the Institute Policy.



- d) Principal with consent from Secretary of the Trust may appoint a retired eminent person as Professor Emeritus with appropriate per month remuneration, with due terms and conditions. The period of appointment shall not be more than three years.

5) Policy for Institute Level Temporary Promotion:

- a) Principal with consent from the secretary of the trust may give appointment order to the eligible employee for higher cadre against the vacant post at that cadre, till the post is filled through university selection committee.
- b) The said promotion will be on temporary basis and may be revoked at any time if performance of the concerned employee is not up to the mark on academic, research, administrative and/or behavioral front.

B) Non-Teaching Staff:

1. Recruitment Policy:

- a) Principal with the consent from the Chairman/Secretary of the Trust may make the appointment on temporary basis as per the requirement from the application submitted by the aspirants so motto or by inviting the application through advertisement. The appointment may be made on pay scale or consolidated basis.
- b) The period of the appointment shall not be more than 1 year.
- c) The Secretary of the Trust with the authority from the Management may issue the order on regular basis to deserving candidates taking in to consideration the reservation policy of the Government.
- d) The qualification requirement shall be as follows;
- 1) Registrar/Office Superintendent/Accountant:
 - i. Graduation in any branch with minimum 5 years' experience in relevant field.
 - ii. Preference be given to B. Com./B.A.(English) candidates having first class and Marathi and English typing skill and computer competency.
 - iii. Higher post may be given to deserving candidate based on availability.

- 2) Clerical staff:



-
- i) Graduation in any branch.
 - ii) Preference be given to B. Com./B.A.(English) candidates having first class and Marathi and English typing skill and computer competency.
 - iii) Higher post may be given to deserving candidate based on availability.
- 3) Technical Assistants/Lab Assistant:
- i) Diploma in respective Engineering branch.
 - ii) Graduate in appropriate branch.
- 4) Skilled Technician:
- i) ITI, equivalent or higher qualification with 10 years' experience.
- 5) Semi Skilled Technician:
- i) ITI, equivalent or higher qualification with 5 years' experience.
 - ii) Higher post may be given to deserving candidate based on availability.
- 6) Assistant Librarian/ Library Assistant:
- i) B. Lib./M. Lib.
 - ii) Candidate having first class be given preference.
 - iii) Higher post may be given to deserving candidate based on eligibility and availability.
- 7) Electric Supervisor/Electricians:
- i) ITI, equivalent or higher qualification in concerned field.
 - ii) Preference be given to experienced candidate.
 - iii) Higher post may be given to deserving candidate based on eligibility and availability.
- 8) Plumbers:
- i) ITI, equivalent or higher qualification in concerned field.
 - ii) Preference be given to experienced candidate.
 - iii) Qualification may be waived for skilled and experienced candidate with minimum 5 years' experience.
- 9) Drivers:
- i. Minimum 10th pass with appropriate driving license.
 - ii. Preference shall be given to experienced candidate and having badge.
 - iii. Qualification may be waived for experienced candidate fulfilling other requirements having minimum 5 years' experience.
- 10) Peons:
- i. 10th pass.
 - ii. Computer awareness is desirable.



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- e) Watchmen/Security Guards, Sweepers and Gardeners may be appointed by the Principal with consent from the Secretary of the Trust on temporary basis or the related work may be given on contract basis.
- f) Principal with the consent from Secretary of the Trust make create the posts/designations and appoint the candidates with suitable qualification, on temporary basis, as per the requirement.

III) Pay Scale:

Pay-scale for the employees is as per AICTE/State Government/University/Management norms and approval.

IV) Service Conditions:

Service conditions shall be as that given in AICTE norms/State Government/University Statute and as per conditions in the appointment order.

V) Faculty Teaching Load:

a) The teaching load (hours per week) is assigned cadre wise to each faculty as per his/her designation and positions as follows:

- Principal: 4
- Professors: 8
- Associate Professors; 12
- Assistant Professor: 16

b) For additional teaching load extra remuneration may be paid per clock hour taking in to consideration the norms of the statutory authorities and management policy.

c) Teaching load of the persons holding additional position/charge may be reduced appropriately by the Principal.

VI) Positions and Roles:

- a) Roles and Authority Delegation of Principal, Vice-Principal, Various Deans, HODs, Training and Placement Officer, Class Coordinator, Procter Teachers, Subject Teachers, Laboratory In charges, Librarian, Hostel Rector, etc. are given in the System Manual of the Institute.



VII) Working Hours and Weekly Off:

- a) Principal with consent from Secretary of the Trust is authorized to decide working hours taking in to consideration norms of the statutory authorities and Institute requirements.
- b) Principal with consent from Secretary is authorized to decide the day of weekly off taking in to consideration the requirements of the Institute and safeguarding the requirement of the student community.
- c) The timing for Library may be as follows:
 - Book issue section - Working days: 7.45 am to 8.00 pm
 - Reading Hall - All days: 7.30 am to 11.00 pm
- d) The Principal may implement appropriate mechanisms for ensuring attendance of staff and students.

VIII) Induction Programmer: Deans conducts induction program for newly joined staff.

1. Induction planned for new employee is to make him/her aware of the duties and responsibilities, Culture of the Institute, PPPE and the organizational behavior by TPO Office and accordingly certificate is issued for successful completion.
2. New teacher appointed in the College is introduced in general staff meeting.
3. The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of the departments.
4. HOD will take him/her on a tour to the campus and explain about the facilities in the College.
5. The HOD will also ensure that the joining formalities are completed.



Chapter 2: Staff Welfare and Incentives

1) Welfare Scheme and Incentives:

A) Teaching Staff

1. Welfare Schemes:

- a) Provident Fund facility for the eligible members.
- b) Gratuity facility is available for eligible members.
- c) The institute has Employee Medical Expenditure Reimbursement facility.
- d) Group Insurance Facility available through University.
- e) Institute infrastructure made available for family function.
- f) Duty leaves for attending FDPs, STTPs, Conferences, Seminars, Symposium and other academic activities.
- g) Study leave for Higher education.
- h) The institute provides hostel facility for single faculty members as per the request application.
- i) Technical and non-technical Training programs are organized by the institution to upgrade and update the skills and knowledge of faculty members.

2) Awards /incentives:

- a. The institute provides reimbursement of expenses up to Rs. One Lakh towards registration, travel by train/air and accommodation for attending various Faculty Development Programs, Conferences in India and abroad to Principal.
- b. Financial support to faculty for Skill Certification and Patent filing fees.
- c. Consultancy amount is paid as per consultancy policy.
- d. Award up to Rs. 5,000/- for Publishing paper in National and International journal as per publication policy.



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3) Staff Quarter:

a) All facility is available.

4) Mobile / Telephone Facility:

a. Mobiles phone facility is provided to the Director, Principal, Vice-Principal, Deans, HoDs, Registrar, and selected faculty according to nature of work.

B) Non - Teaching Staff

1. Welfare Schemes:

- a) Provident Fund facility for the eligible members
- b) Gratuity facility is available for eligible members.
- c) The institute has Employee Medical Expenditure Reimbursement facility
- d) Group Insurance Facility available through University.
- e) Institute infrastructure made available for family function.
- f) Duty leaves for attending FDPs, STTPs, Conferences, Seminars, Symposium and other academic activities.
- g) Technical and non-technical Training programs are organized by the institution to upgrade and update the skills and knowledge of faculty members.
- h) Residential facility in the campus for needy staff.

2. Mobile / Telephone Facility:

a) Mobiles phone facility is provided to the Registrar and selected staff according to nature of work.



Chapter 3: Retirement and Extension in Service

1) Retirement and Provision for Extension:

- 1) The retirement age will be as per Government of Maharashtra norms.
- 2) Extension/ Re-appointment on temporary basis may be given to the faculty as per the AICTE norms at the discretion of the management.

2) Requirement at the Time of Retirement:

- 1) One month before the retirement date the employee shall inform in writing to the Principal through proper channel about the retirement.
- 2) Before being relieved the employee shall hand over charge and all property of the Institute to the concerned authority as per the instruction from the authority.
- 3) Departmental Authority shall ensure that all Institute's property and equipment are returned safely.
- 4) 'No Dues Certificate' should be submitted by the employee within one week from the date of retirement.
- 5) Relieving letter and Experience Certificate is issued after submission of No Dues Certificate.

Chapter 4: Leaves, Vacations & Holidays

I) Leaves: Leave cannot be claimed as a matter of right. Discretion to refuse revoke leave is reserved with the authority.

A) Casual Leaves(CL):

- 1) Principal, HOD & Dean employees are entitled to 08 days of CL.
- 2) All teaching and non-teaching employees are entitled to 15 & 08 days of CL respectively, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the HOD/Section head. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.
- 3) Not more than 3 CLs can be availed in continuation. CL can be taken for half day also.
- 4) Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except DL/OD.
- 5) It is necessary to get prior sanction of CL by reporting authority.
- 6) In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. The application for CL, if not submitted beforehand, is sanctioned on application within 4 days' time from the date of availing the CL. All CL forms must necessarily be sanctioned as per the System manual.
- 7) CL cannot be equated with ML or vice versa.



B) Earned Leave [EL]:

- 1) If any Permanent faculty is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is number of days that he / she have been detained for the specific task in the vacation / holiday period.
- 2) Permanent Employees working on posts having no vacation are eligible for earn leave of 30 days per year subject to maximum accumulation as per government norms.
- 3) Employees may avail such EL during non-teaching period of the semester.

C) Medical Leaves (ML):

- 1) Permanent employees are entitled to 20 Half days/ 10 Full days of full pay ML, or part thereof, in a calendar year depending on the date of joining.
- 2) An oral fin exceptional cases) or written request will be required for availing ML due to illness or injury.
- 3) Request for extension of ML will be considered by the HoD/Principal/ Management. An employee returning from ML will be required to submit a physician's release statement and a fitness certificate. The services of the Institute's medical officer may be utilized for this purpose.
- 4) For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate issued by MBBS/M.D. Doctor doctors.
- 5) Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the HOD / Section head / Management.



- 6) **Unscheduled Absences:** Unplanned absences can be very detrimental to work place efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the HOD / Section head as soon as possible to explain the situation and indicate the expected date and time of return.
- 7) Not availed MLs will be carried forward into the subsequent year[s] as per government norms.

D) Maternity Leave (ML):

- 1) Maternity leave can be granted to a Permanent female employee for period as per government norms. A lady employee with minimum 2 years of continuous service is entitled to a maternity leave on full pay and allowances for a maximum period of 180 days' subject to the submission of a medical certificate.
- 2) A lady employee with minimum 1 year but less than two years of continuous service is entitled to maternity leave without pay and allowances for a maximum period of 180 days subject to the submission of a medical certificate.
- 3) In all other cases the Principal fixes a period of Leave to be granted as Maternity Leave without pay.
- 4) A lady employee, availing MA, who does not join services within the prescribed period, will have to defend her case to the department head. In case of recommendations, the Principal reserves the rights to consider the continuity of services. The maternity pa benefit also may stand forfeited even in case of reinstatement of the employee.
- 5) Not more than 2 MAs can be granted to a lady employee while in service at the Institute
- 6) Maternity leave may be granted to a Temporary employee at the discretion of the management.

E) Study Leave (SL):



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- 1) A SL of maximum Two years for PG and Three years for Ph.D. is granted to a Permanent employee who has served the Institute for a period of minimum two years without break in service at the discretion of the management subject to signing of an Agreement Bond.
- 2) For Ph.D. candidates, such leave may be extended at the discretion of the management up to maximum 1 year.
- 3) This leave is meant for pursuing higher studies, undergoing skill up-gradation, research work career advancement etc. The employee is entitled to full pay and benefits during the period of SL.
- 4) A proof of having effectively used the SL is required to be submitted to the Institute on resuming duties.

F) Compensatory off (CO):

- 1) Any staff, who works on holidays in the College, will be entitled to CO for an equal number of days that they have worked.
- 2) COs cannot be carried over to the next calendar year.

G) Leave Without Pay (LWP):

- 1) If proper documents about sanctioned leave are not submitted within one week from the date of sanction to the concerned office authority, such leave may be treated as LWP.
- 2) Employee may avail such leave if he/she is not eligible or not having balance for getting CL, CO and/or ML.
- 3) Sanctioning of such leave or otherwise is at the sole discretion of the authority.
- 4) Any regular employee may be granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.

H) On Duty Leave [ODI]:

- 1) OD is granted to an employee when the University / Principal / HOD / Section Head / any other competent authority assigns a duty that has to be carried out for the Institute, University or State.



I) Vacation and Holidays:

1. An employee shall remain present on the first and the last day of each term unless otherwise permitted by the Principal.
2. Permanent employees who have vacations will not be entitled to earned leave. Those who don't have such vacation will be entitled to earned leave
3. Vacation period is as per Government and University norms for permanent employees.
4. Temporary employees will be entitled to earned leave.
5. Vacation period for temporary teachers is as per Institute policy as given below:

Period of Service	Vacation Period
More than two year	30 days
More than 1 and up to 2 years	07 days

6. Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
7. Vacation / holidays may be taken in one / two slots. Only on the recommendations of the Principal, exceptions shall be allowed. Principal shall issue a circular pertaining to the vacation at the end of every term.
8. All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the HOD/ Section head must take utmost care while recommending the vacation/ holiday period.
9. Vacation / holidays can be recommended by the Head of the Department [HOD] / Section head only and sanctioned by The Principal if all the departmental work, University work, other duties are completed. All the records and documents should be handed over by the concerned employee to the HOD/ Section head before proceeding on vacation/Holiday.



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10. Vocational staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Head of the Institution.
 11. All the employees proceeding on vacation/ holidays must give all necessary details in the vacation/ holiday format available with respective HOD/ Section head.
 12. HOD/Section head shall ensure that the regular functioning of the department/ section is not hampered and that no work is held up merely due the non-availability of an employee by way of his/ her availing vacation.
 13. An employee, for any reason whatsoever, reserves his rights to forgo his / her vacation /holidays. Only on the recommendations / justifications given by the superior earned leave are granted in lieu of the foregone vacations.
 14. Holidays are as per Government and University norms.



Chapter 5: Service and Assessment

I) Signing of Undertaking:

The signing of undertaking is the document which is filled and signed by the employee at the time of joining the institution. It comprises the oath to work sincerely, competently and with diligence.

II) Personal Data Sheet & Documents in Personal File at Office:

1) Information that should be maintained in the official personal file includes, but is not limited to:

- Personal details
- Resume
- Educational qualification details with certificates
- Family details
- Contact Numbers
- Employment offer letter
- Performance appraisal forms
- Corrective action letters
- Warning notices and Memos and replies
- Training history records
- Training program applications/requests
- Nominations for departmental or campus awards
- Training expenses reimbursement records
- Notification of salary increase/decrease
- Service Book

III) Performance Appraisal/Confidential Report:

- 1) Appraisal of every employee is made at the end of every academic year and report be prepared accordingly.
- 2) The following mechanism is implemented regarding Reporting/Performance Appraisal of various authorities and employees of the Institute:

Sr. No	Designation	Reporting Authority	Reviewing Authority for Performance Appraisal
1	Principal	President/Secretary of the Trust	President of the Trust
2	Deans, HODs and Section In-charges except Workshop Superintendent	Principal	President/Secretary of the Trust
3	Professor	Concerned HOD/Principal	President/Secretary of the Trust
4	Associate Professor	Concerned HOD/Principal	President / Secretary of the Trust or Principal, as appropriate.
5	Assistant Professor	Concerned HOD/Principal	President / Secretary of the Trust or Principal, as appropriate
6	Registrar	Principal	President / Secretary of the Trust or Principal, as appropriate
7	Departmental or Section Non-teaching Staff	Concerned HOD or Section In-charge, Principal	President / Secretary of the Trust or Principal, as appropriate

IV) Probation period and its extension and curtailment

- 1) The probation period is considered as observation period for an employee before he/she is going to be regularized in the institute.
- 2) Initially the probation period is as per University norms.



- 3) The probation period may be extended, if the management realizes to give some more time and observe the performance, in case of poor performance.
- 4) The probation period may be curtailed, if the management satisfied with the employee performance and he/she completed the all conditions established for the regularization.
- 5) Probation period may be extended during unprecedented situations.
- 6) An employee on probation may be removed from the service by giving one months' notice or one month pay in lieu of notice period.
- 7) After successful completion of the probation period letter is given to the employee confirming his/her service. In the absence of such letter there is deemed confirmation

V) Process/SOP for Appraisal Implementation:

- 1) Teaching staff is provided a Self-Appraisal Form, to be filled, at the end of every academic year.
- 2) First part of this form is to be filled by the Appraisee and second part of the form is to be filled by Appraiser after discussion with Appraisee and in the presence of Appraisee.
- 3) The performance is assessed based on parameters mentioned in the form.

Teaching Performance

- R & D and Consultancy work: Research papers published, Research proposals, Books published
 - Activities Organized/Attended
 - Admissions
 - Involvement in extracurricular and co-curricular activities:
 - Administrative work
 - Growth plan for self-improvements in next academic year.
 - Extension Activities carried out
- 4) The discussion is held in private. Information shared during the appraisal may be shared only with management. Confidentiality of appraisal is respected.



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- 5) All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.
 - 6) The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organization and of the individual.
 - 7) The discussion should be a positive dialogue, and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
 - 8) The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self-assessment.
 - 9) The performance is assessed by the appraiser based on parameters mentioned in the form.
 - Subject Knowledge, Teaching Competency
 - Work Output (ability to handle reasonable work volume / quantity)
 - Quality of Work
 - Initiative to Improve Work and Accepting More Responsibility, Pro-activeness.
 - Attitude & Interest in job Commitment to Work, Reliability Dependability, Trust.
 - Teamwork, Team Spirit, Cooperation, Helping others.
 - Ability & Willingness to learn new trends and developments.
 - Timely, Proper Reporting & Feedback with Minimum Supervision & Follow-up
 - Communication Skills, Oratory, and Writing ability
 - Subject Result.
 - Interest shown in the employability of the students.



Chapter 6: Discipline and Grievances

I) Security & Vigilance on campus:

Campus is equipped with security office. The security services are taken on contract basis.

The campus is installed with CCTV cameras.

II) Disciplinary Action:

1) Action against employees is taken and punishment is given accordingly as per University and Management rules on violation of service conditions and conditions in the appointment order and involving in the following:

- Misconduct
- Insubordination
- Accepting outside work/assignments/position/post, with or without
- honorarium/remuneration/fees, without written prior permission of the Authority
- Violation of Code of conduct
- Consuming alcoholic drinks, chewing of Gutkha, Tobacco and related products
- Theft
- Conviction of a felony.
- Moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Willful and continuous negligence of duty
- Physical or mental unfitness incompetence



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- Dereliction of duty
 - Interfering with the work performance of another employee
 - Favoritism
 - Wasting materials
 - Intentional damage to equipment or property of the Institute
 - Use of Internet facility for the purpose not in tune with Institute requirements
 - Entering an unauthorized work area
 - Failure to perform assigned duties
 - Failure to report absence
 - Habitual absence or tardiness
 - Job abandonment
 - Complaints to statutory authorities without proper channel
 - Complaints to statutory authorities with false, baseless, irrelevant, and/or afterthought allegations

2) Principal is the authority to inflict minor penalties.

3) The procedure for inflicting major penalties is as per Statute S.216 of the University.

However, if the University does not provide the name of Vice-Chancellor's nominee on Committee for Preliminary Inquiry, in spite of formal request and a reminder, within fifteen days of the reminder, Preliminary Inquiry is proceeded by the Committee without the nominee of Vice-Chancellor. Management of the College may take the decision to proceed for the Departmental Inquiry of the employee based on the findings of the Preliminary Inquiry Committee. In such situation, Inquiry Authority/Officer is appointed by the Management and request proposal is submitted to the University for approval. If the University does not accord its approval and communicate to the Institute within fifteen days of the reminder, such Inquiry is proceeded by the same Inquiry Authority/Officer appointed by the Management and further decisions are taken accordingly.



4) Provisions of Statute S.211, S.212, S.213, S.214, S.215 and S.217 of the University are also applicable.

III) Attendance:

Every employee is required to register the attendance by the mechanisms made available. Three late marks is treated as one full day leave/absenteeism.

IV) Uniform:

The staff and students must wear uniform on the days specified by the Principal. Action is taken for not being in uniform without permission.

V) I-Card

All the employees and the students are required to wear the I-card whenever they are in the campus. Action is taken for not wearing the I-card without permission.

VI) Keys Deposition Policy:

College main office keys are deposited in the security office. Department keys are deposited in the college office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. Employees are required to follow this policy as applicable to the concerned.

VII) Vehicle Parking Policy:

a. For staff members:

All the staff members are required to park their vehicles at the designated parking lots.

Action is taken for non-compliance.

b. For students:

Students are required to park their vehicles properly at designated parking places. Action is taken for non-compliance.

VIII) Disciplinary Procedure:



Appropriate actions will be taken against staff and students who are not following the guidelines, rules and regulations.

IX) Grievances / Complaints Redressal:

The employees through proper channel and students 'should submit their compliances to appropriate authority's) for putting before appropriate committee, as applicable, as given below:

A) For Teachers:

- 1) College Grievance Redressal Committee \
- 2) University Grievance Redressal Committee as an Appeal
- 3) Internal Complaints Committee
- 4) SC/ST Committee
- 5) Standing Committee
- 6) Grievance Redressal Committee

B) For Students:

- 1) Internal Complaints Committee
- 2) Grievance Redressal Committee
- 3) Anti Ragging Committee
- 4) SC/ST Committee
- 5) Standing Committee

The employee is required to lodge the complaint against the Authority through proper channel through hard copy. The employee may lodge other type of complaints through hard copy or email with the concerned Authority or on email. The concerned committee should conduct enquiry in respect of the compliant and submit the report with recommendation(s) to the Principal.



Chapter 7: Permission for Seminar, Conference, Workshop, Guest Lecturers, etc.

I) Norms for organizing seminar, conference etc. in the Institute

- 1) Concession in registration fees is given based on recommendation of Dean R & D.
- 2) The concession amount so granted is reimbursed on submitting the certificate of participation.

II) Permission and funds to attend conference etc. outside the Institute.

The funds are made available to the candidate/applicant to register at conferences, workshops, STTPs, FDPs, etc. as per the Policy.

The details are mentioned in the circular in this respect.

III) Procedure to Apply:

- 1) Fill up the On Duty form.
- 2) Application to the Authority of the concerned organization.
- 3) Application to our authority for advance, if required.
- 4) Application to our Authority for duty/on duty leave.



SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT
STES/Personnel/2011-12/341

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY
Date: 17.10.2011

CIRCULAR

Subject : Various kinds of Leave admissible to the Teaching and Non-Teaching Employees working under Sinhgad Technical Education Society – Leave Rules.

Guidelines and instructions in respect of admissibility of various kinds of leave, terms and conditions for sanctioning leave have been issued from time to time in the past. However it has been observed that Heads of Departments / Heads of Institutes, Colleges, Schools are not aware of all provisions in the leave rules.


Many queries and doubts in respect of admissibility of leave, terms and conditions for sanctioning various kinds of leave are raised from almost all Campuses. It has therefore been decided to prepare up to date compilation of Rules of all kinds of Leave and circulate to all for compliance of the same uniformly (Annexure 1).

Leave application formats, and Bond to be submitted by the employee proceeding on study leave are also enclosed as per Annexure 2, 3 and 4 of this Circular respectively.

These Leave Rules shall also be applicable to the all Teaching and Non Teaching employees working in the Institutes/ Colleges/ Schools etc run by the Savitribai Phule Shikshan Prasarak Mandal, Kamalapur; Shrinath Shikshan Prasarak Mandal, Kondhapuri and Shri Yashawantrao Chavan Shikshan Prasarak Mandal, Mumbai.

These Rules shall come in to force from the date of this Circular, in supersession of all previous orders issued in this respect.

All Heads of the Institutes/ Colleges/ Schools, the Chief Executive Officers of the Campuses and all other Officers are therefore instructed to follow provisions in the Leave Rules scrupulously. They should ensure strict implementation of these rules.


(Prof. M.N.Navale)
PRESIDENT

To,

1. Directors of all Institutes/ Colleges of STES, SPSPM, SSPM and SYCSPM,
2. Principals of all Colleges/ Schools of STES, SPSPM, SSPM and SYCSPM,
3. Dean, SKN Medical College and General Hospital, Narhe,

P.T.O./-



4. Chief Executive Officers of all Campuses of STES, SPSPM and SYCSPM,
5. Resident Officer, SPSPM, Kondhapuri,
6. Transport Officer, STES, Narhe.
7. Estate Officer, STES, Vadgaon.
8. Select file.

Copy forwarded for information to:

1. Founder Secretary, STES,
2. Director (Administration), STES
3. Director (Finance), STES,
4. Director (Education), STES,
5. Director, (Placement), STES,
6. Secretary, SPSPM, Kamalapur,
7. Director, SPSPM, Pandharpur.
8. Senior Assistant to President, STES

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Annexure 1

Various kinds of Leave Admissible to the Teaching and Non-Teaching employees in the Institutes/ Colleges / Schools and Offices under Sinhgad Technical Education Society.

(A) CASUAL LEAVE.

(i) Teaching Employees in Vacation Dept.		(ii) Non-Teaching Employees	
1	Maximum 15 days casual leave will be admissible during one academic year.	1	Maximum 8 days casual leave will be admissible during one calendar year.
2	Proportionate casual leave will be admissible if period of service is less than one academic year.	2	Proportionate casual leave will be admissible if period of service is less than one calendar year.
3	Casual Leave account shall be closed at the end of each academic year. Balance leave if any, at the end shall not be allowed to carry forward in next academic year and shall stand lapsed.	3	Casual Leave account shall be closed at the end of each calendar year. Balance leave if any, shall not be allowed to carry forward in next calendar year and shall stand lapsed.

Common terms and conditions for sanctioning Casual Leave to Teaching and Non-Teaching employees :-

4	Casual leave shall not be admissible during first 3 months of service.
5	Casual Leave must be availed with prior sanction. If prior sanction is not possible due to some unavoidable reasons, intimation of the leave on same day shall be given to the respective authority.
6	Casual Leave can be sanctioned for maximum period of three days at a time.
7	Any Holiday or Sunday can be prefixed or suffixed to the casual leave.
8	Casual Leave cannot be taken in conjunction with any other kind of leave, except Compensatory off.
9	Any Sunday or Holiday during the casual leave period shall be counted as casual leave.
10	When casual leave is taken with pre-fixing/ suffixing holidays, the total period of absence from duty shall not exceed one week (seven days).
11	Application for Casual leave must be submitted in the prescribed form.
12	Half day casual leave can be sanctioned either for first half of the day or second half of the day.
13	No half day casual leave shall be allowed for the half working day of the Institute/ College. If at all casual leave is taken on half working day; it shall be counted as one full day casual leave
14	Casual leave can be refused if tendency to enjoy casual leave without proper reason is noticed.
15	Casual Leave Record Card for each employee is to be maintained by the Administration section of the Institute/ College/ School.
16	Casual Leave record of the employee is to be preserved for one calendar year.

(B) COMPENSATORY OFF

1	Compensatory Off would be admissible only when Head of Dept./Institute has asked the concerned employee in writing to attend the official work on Sunday / Holidays.
2	Compensatory off shall not be admissible to the employees who work on holidays / Sundays to clear pending work.
3	Compensatory off shall not be admissible to the employees who work on holidays/ Sundays for examination or other work for which they are compensated by the concerned authorities.
4	Compensatory off shall be admissible to the employees in Group 'C' and Group 'D' only.
5	Number of Compensatory off should be equal to the number of Sundays/ Public Holidays on which employee has been called upon to work and actually so worked.
6	Compensatory Off must be availed with prior sanction from the respective leave sanctioning authority.
7	Application for Compensatory Off/ Leave must be submitted in the prescribed form.
8	Details of the dates against which Compensatory off is availed should be mentioned on the reverse side of the form and signed by the Head of the Institutes.
9	Compensatory off shall not be allowed to be accumulate for more than three days.
10	Compensatory off shall be availed within a period of two months from the date of entitlement.
11	Compensatory off, not availed within two months will automatically stand lapsed.
12	Balance Compensatory off at the end of calendar year shall not be carried forward in the next year and shall stand lapsed.
13	Compensatory off can be availed in conjunction with Sundays/ Public Holidays and casual leave by prefixing and/ or suffixing them.
14	Compensatory off can be sanctioned in conjunction with Earned Leave, half pay leave, commuted leave or leave without pay.
15	Record of such Compensatory off shall be maintained by the Institute/ College/ School/ Office.
16	Record of Compensatory off enjoyed by the employees during the calendar year, shall be preserved by the concerned Institute/ College for one year .

(C) EARNED LEAVE

<u>(i) Teaching / Vacation Employees</u>		<u>(ii) Non Teaching / Non vacation Employees</u>	
1	Earned leave is not admissible, if employee avails full vacation.	1	Each employee is entitled to 30 days earned leave during the calendar year.
2	Proportionate Earned leave admissible for the period of work actually performed during vacation, on the basis of certificate issued by the Head of Institute. (a) Calculation of Earned leave for the duty performed during vacation Period would be at the ratio of one earned leave for the	2	Proportionate Earned leave for broken period of the first year @ 1 day for 12 days of the work / completed service will be credited to the leave account.

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	twelve days work. (b) Calculation of earned leave in fraction shall not be allowed.		
3	Earned Leave cannot be availed in continuation with vacation or vacation cannot be taken in continuation of earned leave.	3	Leave earned, shall be credited to the employee's leave account in two installments of 15 days each on 1 st January and 1 st July of every year, after completion of each half yearly period (1 st January to 30 th June and 1 st July to 31 st December).
4	Maximum limit of accumulation of earned leave for vacation employees shall be 80 days.	4	Maximum limit of accumulation of Earned leave for non teaching/ Non vacation employees is restricted to 300 days.

Common terms and conditions for sanctioning Earned leave to Teaching and Non-Teaching Employees:-

5	Earned Leave earned over and above the maximum limit of accumulation shall stand lapsed automatically.
6	Earned Leave shall not be sanctioned during the first year of service. However leave earned during first year shall be credited to the leave account of the Employee in next year.
7	Earned Leave can be sanctioned for minimum period of three days.
8	Maximum limit of 120 days Earned leave can be sanctioned at a time.
9	Earned Leave can be availed for maximum three times in one year.
10	Employees on consolidated salary are also entitled to get benefit of Earned Leave on above lines.
11	Earned Leave shall always be sanctioned in full days, and cannot be sanctioned in fraction of the day.
12	Application for Earned Leave shall be submitted to the respective leave sanctioning authority at least one week in advance.
13	Request for grant of Earned Leave on medical grounds can be considered and such leave can be sanctioned to the employee, provided that request is supported by the Medical Certificate from registered Medical Practitioner.
14	Earned leave can be sanctioned in combination with Commuted leave or Half Pay Leave.

(D) HALF PAY LEAVE

1	Each employee shall be entitled to get 20 days Half Pay Leave for each completed year of service.
2	Half Pay Leave shall be credited to the employee's leave account in two installments of Ten days each on 1 st January and 1 st July every year, after completion of each half yearly period (1 st January to 30 th June and 1 st July to 31 st December).
3	Proportionate Half Pay Leave for broken period of the year @5/ 3 days for completed one month service shall be credited to the leave account of the individual employee.
4	Half Pay Leave shall not be sanctioned during the first year of service. However leave earned during first year shall be credited to the leave account of the Employee in next year.

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5	Half Pay Leave can be accumulated in the account without any maximum limit.
6	Half Pay Leave can be converted into full pay leave (commuted leave) only on <u>production of medical certificate from Registered Medical Practitioner</u> , in respect of the illness of the employee <u>himself</u> . Medical Certificate should indicate nature of illness and probable period required for recovery.
7	Double the number of Half Pay Leave for each one day of the Commuted leave, shall be debited to employee's account of Half Pay Leave.
8	Commuted leave for minimum 3 days shall be sanctioned.
9	On return from commuted (medical) leave employee will have to submit joining report along with Fitness Certificate from the Registered Medical Practitioner who has treated the employee for illness.
10	Commuted leave (on medical grounds) can be sanctioned in combination with the Earned leave, on valid medical certificate from registered medical practitioner..
11	Half Pay Leave can be sanctioned as Half Pay Leave without production of medical certificate on employee's own request, for sanctioning such leave.
12	Half of the Pay in Pay-Band and half of the Grade Pay and allowances thereon (on half basic pay) shall be paid as salary for the period of Half Pay Leave.

(E) LEAVE WITHOUT PAY

1	Leave Without Pay is not a regular kind of leave.
2	Leave without Pay can be sanctioned if no leave is at the credit of the employee or when he applies for Leave Without Pay.
3	Period of absence from duty can be regularized by sanctioning Leave Without Pay for that period.
4	Period of Leave Without Pay whether on medical ground or not, will extend the period of probation, tenure and will affect gratuity.
5	No pay and allowances shall be admissible to the employee for the period of Leave Without Pay.
6	Leave without Pay for half day or fraction of the day shall not be admissible. If any employee requests for sanction Half-day Leave without Pay, same would be rejected and it shall be treated as Leave without Pay for entire one day.
7	If Leave Without Pay is granted on medical ground, supported by the Medical certificate from Registered Medical Practitioner, then it will not affect the date of the increment of the employee.
8	Leave without Pay can be availed in combination with Earned/ Commuted / Half Pay Leave.
9	Leave without Pay will not be admissible in combination with Casual Leave. If such occasion arises, then entire period of leave (Casual leave plus Leave without Pay) shall be treated as Leave without Pay.
10	Date of Increment shall be advanced by the period of Leave Without Pay if it is not sanctioned on medical grounds.
11	In case of Employee who completes tenure before the normal date of increment (i.e. on 1 st July) and enjoy Leave Without Pay after completion of tenure but before the date of due increment (normally 1 st July or otherwise), then his date of immediate increment shall be advanced by the period equal to the Leave Without Pay enjoyed by him.

12	Effect of advancement of increment date due to Leave Without Pay shall remain for that particular year only. Next date of increment shall be on 1 st July, as per normal rule provided employee does not avail any Leave Without Pay during further period.
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(F) MATERNITY LEAVE

1	Maternity leave of 180 days shall be sanctioned to female employee having not more than two living children (Limit of Maternity Leave has been enhanced w.e.f. 01-09-2010 onwards).
2	Female employee who has put in two years and more continuous service, leave salary shall be paid equal to the pay drawn immediately before proceeding on leave.
3	Female employee who has put in continuous service for a period more than one year but less than two years, leave salary shall be paid equal to half the amount of pay drawn immediately before proceeding on leave. No commutation of this leave shall be admissible.
4	In case of Female employee who has not put in continuous service for a period of one year, Leave Without Pay on medical ground as Maternity leave shall be sanctioned. Question of payment of salary and allowances for such leave period will not arise.
5	Maternity Leave sanctioned as Leave Without Pay shall be treated as Leave Without Pay on Medical grounds.
6	Maximum 60 days leave with due and admissible without producing medical certificate can be Sanctioned in continuation with maternity leave.
7	Maternity leave application must be supported by Medical Certificate from registered Medical Practitioner indicating the probable date of confinement. Certificate indicating date of delivery should also be submitted in due course of time.
8	Benefit of Maternity Leave shall be restricted up to 2 children only.
9	Period of service on consolidated salary if any, and regular pay scale shall be counted as continuous service for counting continuous length of service for the purpose of Maternity leave
10	Benefit of Maternity leave shall also be admissible to the employees on consolidated salary subject to fulfillment of other conditions mentioned above.

(G) STUDY LEAVE.

1	Study Leave can be granted to the Employee who has been continued in the service until further orders.
2	Employee has to make request in writing for grant of Study Leave to the President through the Head of the Institute where employee is working.
3	Application for study Leave shall be preferred at least one month before proposed date of its commencement.
4	Employee proceeding on study leave for more than three months, has to furnish Bond (in the format prescribed under Circular No. STES/ Personhel/ 2011/ 105 dated 01-06-2011.) on stamp paper of Rs.100/- dully filled in all respect along with signatures of two sureties of at least equal level, before proceeding on study leave.
5	Employee on study leave for less than three months, if wants to extend leave beyond three months, he

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	will have to submit such bond. Extension of study leave shall not be granted to him unless Bond duly completed in all respect is submitted.
6	Employee shall have to serve Sinhgad Technical Education Society at least for three years after return from study leave, as per condition in the Bond.
7	If employee fails to rejoin the duty after expiry of Study leave or could not complete successfully the course, then amount spent by the Society, for the substitute arrangement made in his place during period of his leave and other expenses incurred by the Society as decided by the Society along with interest thereon, as per prevailing bank rates, shall be recovered from him or from the sureties as the case may be.
8	The Bond submitted by the employee in original shall be preserved in the safe custody of the respective Director/Principal till Employee completes the Bond period as per agreement on his return to the duty.

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(H) VACATION (ONLY FOR TEACHING EMPLOYEES)

1	Vacation shall normally be admissible to the regularly appointed Teaching employees as per rules and regulations of the University / State Government.
2	Teachers who have not completed one year service shall not be eligible for vacation.
3	Vacation shall not be admissible to part-time / visiting faculty members
4	Library staff is not entitled for vacation.
5	Leave of any kind (C.L, E.L, H.P.L., or L.W.P.) except on medical grounds shall not be sanctioned in combination with the vacation; either prefix or suffix.
6	If employee on leave, resumes duty a week before vacation or proceeds on Leave immediately after expiry of vacation, (just to avail benefit of vacation) he will not be eligible for pay of the vacation period.
7	Teachers enjoying vacation shall have to remain present on duty on last working day before vacation and first working day after vacation.
8	Teacher while on vacation if tenders resignation, then he will not be entitled for pay of the vacation period. However he will have to deposit amount equal to basic pay for the notice period as decided by the Society, in lieu of the notice period.

Other general instructions about sanctioning of Leave:-

1. Leave cannot be asked as a matter of right.
2. Leave can be refused in case of exigencies of the Management/ Institute / College / School.
3. Sanctioning of Leave shall depend on the genuineness of the reasons mentioned in the Leave application.
4. Sanctioning of Leave do not permit employee to leave Head quarter automatically.
5. Employee desiring to go out of Head quarter during leave period, should obtain specific permission of leave sanctioning authority, for leaving Head quarter during leave period.
6. Prior approval shall be essential for planned leave.

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7. Leave application for planned leave shall be submitted to the respective leave sanctioning authority at least 15 working days in advance.
8. In case of emergency, intimation shall be given to the concerned authority on telephone immediately and leave application shall be submitted immediately after joining the duties.
9. If leave is enjoyed without prior sanction / intimation or absence from duty without proper reasons, entire period of absence shall be treated as Leave without Pay. Such cases shall be decided by the Director/ Principal or Authority on merits.
10. Calculation of leave shall be done with reference to concerned rules and leave account of every employee shall be updated from time to time and recorded in their Service Books.
11. A copy of Application for Maternity Leave for 180 days, after due sanctioning shall be forwarded to the Personnel Department for records.
12. Copy of the sanctioned Extension of Leave up to 2 months in continuation with the Maternity Leave of 180 days shall be forwarded to the Personnel Department, for records.
13. Cases where period of leave (Earned Leave, Half Pay Leave, Commuted Leave or Leave Without Pay) exceed one month, shall be submitted to the Secretary / President (as the case may be), at least 8 working days in advance.
14. Requests for Study Leave shall not be decided at the Institute's/College level. Such request from Staff members along with comments/ recommendations shall be forwarded to the President at least 15 working days in advance.
15. Entries of sanctioned Earned/ Half Pay/ Commuted and Leave without Pay shall be taken in the service books of the concerned employee and his leave account shall be updated at least after every 1st January and 1st July of the year.
16. **Entry of Leave without Pay in the service book shall be taken in red ink.**
17. Employee must resume duties on the first working day after expiry of the sanctioned leave. Request for extension to the sanctioned leave if any must reach to the concerned leave sanctioning authorities, before expiry of the sanctioned leave.
18. Part-time employees shall be entitled to enjoy Casual Leave only. No other kind of Leave shall be admissible to them.
19. If benefit of prefixing and/or suffixing holidays to leave is sanctioned to the employee, and he remain absent from duty before or beyond actual dates of his sanctioned leave, then he will have to forgo benefit of prefix and/or suffixing holidays. In such cases entire period of absence (including holidays in between) shall be treated and counted as Leave without Pay.

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SINHGAD TECHNICAL EDUCATION SOCIETY

S.No.44/1, Vadgaon (Budruk), Off Sinhgad Road, Pune - 411 041. Tel./Fax : (020) - 435 47 21. E-mail : stes@pn2.vsnl.net.in

SERVICE RULES

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REGULATIONS

CERTIFICATE

This is to certify that
this is the true and correct copy
of the rules of the
Sinhgad Technical Education Society, Pune - 411 041
and shall come in force with immediate effect.

sd/-

Prof. M. N. Navale
Founder President
&
Chief Managing Trustee

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Service Rules and Regulations

General :

Sinhgad Technical Education society was established on 6th July, 1993. The Society provides excellent educational and training facilities in the fields of various disciplines of Engineering, Management, Architecture, Pharmacy, Primary and Secondary education (English Medium). All the Institutes under the umbrella of the Society are approved by Government of Maharashtra and other statutory bodies.

Employees of Sinhgad Technical Education Society :

Any person appointed by Sinhgad Technical Education Society in any of the following categories is employee of Sinhgad Technical Education Society

- Teaching Faculty : Director / Principal, Professor, Asst. Professor, HOD, Lecturer and Librarian.
- Non-teaching Staff : This includes -
Administrative Staff
Maintenance and Security Staff
Technical supporting staff for Laboratories and Workshop.

Rules and regulations given in the next sections are applicable to all the employees of Sinhgad Technical Education Society except those who are on work charge basis. Any concession in rules and regulation with due reasons or changes in rules and regulations if required may be considered by the Governing Body of Sinhgad Technical Education Society.

1. GENERAL CONDITIONS OF SERVICE :

- The services of employees will be governed by the rules and regulations of Sinhgad Technical Education Society, Concerned University or Board and State Government, in force from time to time.
- The services may be terminated at any time by giving one month notice / three months notice or payment of one month pay / three months pay in lieu of notice period on either side, in case of temporary or confirmed employees respectively.

- The services are transferable to any other institution run by Sinhgad Technical Education Society, or its associate / affiliate.
- Each employee will have to undergo medical examination by the Medical Officer of Sinhgad Technical Education Society and shall be required to produce physical fitness certificate at the time of joining.
- In case, if any employee is found irregular and negligent of his/her duties and his/her Performance is found unsatisfactory, his/her services may be terminated without any notice.
- If any employee is found to be involved in activities contradictory to law or harmful to the Society, his/her appointment may be terminated without any notice.
- The appointment of teaching staff on adhoc basis is subject to approval of the competent authority (Pune University or D.T.E.) and non receipt of the same will result into discontinuation of service.

DUTIES

While performing the duties, every employee must have

- Utmost integrity
- Devotion to duty and maintain healthy academic environment
- Good behavior and excellent interpersonal relations.
- The Head of the Institution should take all measures to ensure that all employees working under him are discharging their duties with integrity and devotion and there are no malafied intentions and acts which will jeopardise the interest of the Sinhgad Technical Education Society .
- Each employee must obey the orders and discharge the work assigned to him by his Senior Officer / Head of the Institution or by management. Each employee is expected to perform duties encountered by virtue of his / her designation.

2. DEPUTATION :

Long Term Training Program :

The teachers will be deputed to improve their qualifications and thereby acquire the advanced knowledge in their concerned field to the institutes of advanced studies. The long term training programs shall be leading to Post - Graduate and Ph.D degree.

Conditions for Deputation :

The following conditions should be fulfilled by the employee to be eligible to apply for deputation.

- He must have completed minimum of three years of continuous service in the Institution from the date of his regular appointment and approval thereof.
- He should furnish an agreement bond to serve the Institution for five years after completion of Post-graduate or Ph.D degree.
- He should be below the age of 50 years.
- No extension of deputation period will be considered in case the employee is unable to complete the program in stipulated time.
- After completing and acquiring the higher qualifications he / she should not claim seniority or other benefits over other colleagues in the department.
- If he / she does not complete the program in a time double than the stipulated time / period, then the management shall recover the entire amount spent on his / her program.

Conditions for Sanction

- The Society will depute adequate teaching staff for long term training programs depending upon the requirement of the Institution.
- The Society may depute teaching staff who fulfil the above conditions.
- The candidate has to submit the progress report regularly during the study leave. (i.e every six months)
- If the facilities for higher or advance studies in the subject are available in the State, in such cases no candidate will be considered for deputation outside Maharashtra State or abroad.

B. Deputation For Short Term Training Programs

Short term training programs of one to four weeks duration during summer / winter vacation are organized by U.G.C, AICTE, QIP or ISTE on subjects in the new emerging field or thrust areas. The staff members will be deputed for such courses on duty subject to their selection by the organising body of such courses. However, no expenditure on account of TA / DA, registration fee etc. will be reimbursed by the Society. The staff member will have to submit the detailed report of the course attended by him, if deputed.

C. Deputation For Refresher Courses Of Duration Less Than One Week

Teachers will be permitted to attend

- Conferences
- Annual Convention
- Seminars
- Workshops
- Faculty Development Program

Organized by the professional bodies or the approved organizations, on duty. Active participation by way of contributing paper is preferred. The staff member should submit the report and the copy of the paper presented, if any, to the Institution.

D. Deputation of Non-teaching staff :

Head of the Institution may depute non-teaching staff (i.e. Technical staff and administrative staff) for refresher courses, seminars and workshops on duty as per the requirement of Institution. The staff member should submit the report of course / training attended by him.

3. PERIOD OF ABSENCE CONSIDERED AS "ON DUTY"

The teaching staff members will normally be permitted to attend the work related to paper-setting, assessment at CAP centre, Revaluation, Practical and Oral examination, External Senior Supervisor at examination centre of Pune University or Board of Technical Examination, Maharashtra State. Their period of absence in the Institution will be treated as 'On Duty' period. However, they should take the prior permission for the same, in advance. The consent of such assignments should be given only after considering the priority of the Institutional work.
(Proforma enclosed)

- The teachers who are the members of various bodies viz. Board of Studies, Faculty, Academic Council, Senate, Board of Examination, Board of College and University development etc. of Pune University or Board of Technical Examination (M.S) will be permitted to attend the meetings of these bodies 'on duty'. However, they should inform in writing and obtain the prior permission of higher authority.
- Permission will normally be granted to the faculty members to work as member of Local Inquiry Committee, Inspection Committee or Expert Committee appointed by University of Pune, AICTE, Govt. of Maharashtra and any other statutory bodies. Their period of absence in the Institution will be treated as 'on duty'. However they are required to inform and obtain written permission of higher authority, in advance.
- Teaching faculty will not be permitted to attend 'on duty' the remunerative work of the Universities, other than Pune University such as paper setting / assessment / revaluation / practical and oral examinations etc.
- The teachers who are nominated as expert member on various statutory bodies of other Universities or AICTE will be permitted to attend the meetings of these bodies 'on duty' considering their work schedule in the Institute. However, they have to inform in writing and obtain the prior permission from the Head of the Institution or management.

4. SANCTION OF LEAVE

- I) Leave means the permission given by competent authority to remain absent from the Work.
- II) Leave cannot be demanded as a right.
- III) The competent authority has got a right to sanction or refuse the leave applied by his/her employee depending upon the administrative and academic requirements of the Institution.

TYPES OF DUE AND ADMISSIBLE LEAVES

4.1 (A) EARNED LEAVE : (NON-VACATIONAL STAFF)

Non-vacational staff include -

- (a) Head of Institution Principal / Director
- (b) Administrative Staff
- (c) Staff for essential services like maintenance and security
- (d) Hostel Staff
- (e) Library Staff

- i) Each employee is entitled to 30 days Earned Leave during the calendar year. It will be credited to his earned leave account on 1st January and 1st July, 15 days each.
- ii) The total accumulated Earned Leave of any employee is restricted to 300 days.
- iii) Maximum 120 days earned leave will be sanctioned to employee at a time.
- iv) During the first year of service no employee is entitled to Earned Leave.
- v) Application for earned leave must be submitted in advance for its sanction. (Proforma enclosed)
- vi) Application for earned leave must be for minimum 3 days. Earned leave can be availed maximum three times in a calendar year.

4.1 (B) EARNED LEAVE FOR VACATIONAL STAFF :

The vocational staff includes -

Teaching Faculty : Lecturer / Assistant Professor / Professor / H.O.D

Technical Supporting Staff : Technical Assistant and Workshop Instructors.

Vacational Department and vocational staff are all those departments who get regular long vacations after each semester as declared by the University or concerned statutory Authorities.

- i) If employee avails full vacation then he is not entitled to any Earned Leave.
- ii) If employee is detained during vacation period, then he is entitled to Earned Leave for the period of his detention proportionately (not more than 30 days in a calendar year)
- iii) During the first year of service no employee is entitled to Earned Leave.
- iv) Earned Leave can not be availed in continuation of vacation or vacation cannot be taken in continuation of Earned Leave.

- v) If any employee is transferred from vacation department to non-vacation department or vice versa then the rules of earned leave of concerned department to which he is transferred will be applicable.
- vi) Maximum 120 days earned leave will be sanctioned to employee at a time.
- vii) Application for earned leave must be submitted in advance for its sanction. (Proforma enclosed)
- viii) Application for earned leave must be for minimum 3 days. Earned leave can be availed maximum three times in a calendar year.

4.2. HALF PAY LEAVE

- i) Each employee is entitled to 20 days as half pay leave during each calendar year. It will be credited to his half pay leave account in two installments each of 10 days on first day of January and July of the calendar year.
- ii) In the calendar year in which the employee is appointed, he is entitled to half pay leave proportionately i.e 5/3 days for each month of completed service.
- iii) Half pay leave can be accumulated.
- iv) Half pay leave can be sanctioned on account of medical ground or private work. (Proforma enclosed)

4.3 Commuted Leave (Medical Leave)

Commuted Leave means half pay leave converted into full pay leave only on valid medical ground. For this conversion two days of half pay leave will be considered as one day full pay leave. Over and above this, there is no separate provision of Medical Leave. Commuted leave will be subject to the following conditions.

- i) If any employee does not join the duty after availing Commuted Leave, his entire period of the leave will be treated as leave admissible.
- ii) If the employee is on full time training program, then he / she can avail maximum upto 180 days half pay leave and may be converted into 90 days commuted leave with full pay. This concession is permissible for preparation for final examination.

4.4. LEAVE WITHOUT PAY : (Leave not Due)

If no leave is at the balance of leave account of the employee and in case he applies for leave or remains absent from the duty then such leave period of absence will be treated as leave not due or leave without pay. (Proforma enclosed). The period of leave without pay will change the date of increment, probation period and gratuity accordingly.

4.5. SPECIAL LEAVE : Maternity Leave

- i) Maternity leave of 90 days will be sanctioned by the competent authority to lady employee, who is a regular employee and having not more than two children. This period is counted from the date of starting of leave period.
- ii) The maternity leave will be considered as a special leave with full pay and it will not be debited to any leave account.
- iii) Lady employee should submit a medical certificate indicating the probable date of delivery along with the application for maternity leave. She must give the undertaking that she will inform the actual date of delivery with medical certificate.
- iv) In continuation of maternity leave, the lady employee can take maximum 60 days leave which is due and admissible without producing medical certificate. In case no admissible leave is at her credit, she may apply for leave without pay.

4.6. CASUAL LEAVE AND OPTIONAL HOLIDAYS

All employees are entitled to avail number of Casual Leave and Optional Holidays as notified by the State Government from time to time.

- i) Maximum 3 days Casual Leave can be sanctioned at a time.
- ii) The Casual Leave must be availed proportionately.
- iii) Any holiday or Sunday can be prefixed or suffixed to the Casual Leave. Any Sunday or holiday in between the Casual Leave period will not be counted as Casual Leave.
- iv) If the competent authority notices that the employee has got a tendency to spend the Casual Leave without reason, in such a case it may refuse to sanction the Casual Leave.
- v) The application for Casual Leave must be in the prescribed form and preferably submitted In advance. (Proforma enclosed).

5. AGE OF SUPER ANNUATION AND RE-EMPLOYMENT

- i) The age of superannuation of all the employees of Sinhgad Technical Education Society, will be 60 years.
- ii) The teachers in degree colleges / institutions may be considered on the merit for further appointment up to the age of 62 years and thereafter on year to year basis upto 65 years.
- iii) The age of superannuation of Librarians, Physical Education Personnel and such other employees of technical institutions who are treated at par with the teachers will be 60 years. However, there is no provision of re-employment for such category of staff.
- iv) No employee of Sinhgad Technical Education Society, Pune shall continue to hold any office after the age of 65 years. However, the management may appoint senior persons / experts in advisory capacity up to the age of 70 years.

6. THE SCHEME OF EMERITUS PROFESSOR

The scheme of Emeritus Professor is intended to utilize the services of highly qualified and experienced superannuated professors at degree level Institutions / Colleges in stimulating and achieving excellence in Technical Education, i.e. Engineering and Technology, Architecture, Town Planning, Management, Pharmacy, Applied Arts and crafts and other areas as per the AICTE Act.

The Society may consider the appointment of Emeritus Professor at College level subject to the following conditions:

1. **Eligibility:**
The person should be an acknowledged Expert in the field of his / her specialisation, who has been actively engaged in teaching / research and development / academic leadership in technical education.
2. **Tenure:**
Emeritus professorship is tenable for a period of two years only or up to the age of 70 years whichever is earlier.

3. **Emeritus Professorship :**

It consists of -

- A) Honorarium of Rs.10,000/- p.m. to the Emeritus Professor for the duration of his / her tenure.
- B) A contingent grant for research work, travel, preparation of project reports etc. On production of vouchers maximum up to Rs.30,000/- per annum.
- C) The honorarium indicated above will be over and above any superannuation benefit he / she may be in receipt of.
- D) The Emeritus Professorship will be effective from 1st January or 1st July of the year under consideration.

7. EMPLOYEES MUTUAL BENEVOLENT FUND

Definition and Purpose

Mutual Benevolent Fund is a fund generated by employees for their mutual benefit and to be utilized for specific defined purpose. Thus this fund is by the employees and for the employees. Sinhgad Technical Education Society does not play any role in this fund. Sinhgad Technical Education Society may grant voluntary contribution towards the fund depending on availability of fund and purpose and cause in specific cases.

Scope

This is applicable to all employees of Sinhgad Technical Education Society namely teaching, non teaching, administrative supporting staff etc. who are on roll of Sinhgad Technical Education Society and are in regular scale. This is not applicable to employees on work charge establishment.

Scheme

- 1. Employees eligible for this scheme will contribute as follows :
 - A) Teaching staff Rs.20/- per month.
 - B) Non-teaching / administrative staff - Rs.10/- per month.
- 2. All such collection will be deposited in Sinhgad Technical Education Society Employees Mutual Benevolent Fund A/c.
- 3. There will be a committee duly constituted as given below :
 - A) Nominee of the Sinhgad Technical Education Society : Chairman
 - b) Representative of teaching staff : Member
 - c) Representative of non-teaching staff : Member
 - d) Registrar, Sinhgad Technical Education Society : Member - Secretary

4. Disbursement :
Funds will be disbursed only in case of death of member of the Sinhgad Technical Education Society Employees Mutual Benevolent Fund. The amount of disbursement will be maximum upto the extent of 25% of the total amount accumulated and available in the A/c at that time.
5. Such amount will be disbursed as per the decision of the committee and issued to legal heirs or Nominee of deceased person.
6. For all purposes, decision of the committee will be final and binding on all concerned.
7. In the event of the member of Sinhgad Technical Education Society Employees Mutual Benevolent Fund leaving the job or retiring, amount of his contribution of Employees Mutual Benevolent Fund will not be refunded. It will continue to remain as fund only.

8. **RESIDENTIAL ACCOMMODATION IN THE PREMISES OF S.T.E.S.**

1. *Staff Accommodation provided in the campus of Sinhgad Technical Education Society*
Some faculty members and other non-teaching staff members of the different Institutions under Sinhgad Technical Education Society are provided accommodation in different Hostel Blocks. Some staff members have been assigned duties relating to the Hostels and some have been allotted the duties relating to the maintenance of the campus. Yet some of the staff members staying in the campus do not have any duty assigned to them either in the hostels or in the maintenance of campus.
2. In view of the Fifth Pay Commission, the House Rent Allowance and Transport Allowance rates have been substantially increased and the employees are being paid accordingly. In view of this, deductions are required to be done towards House Rent, Transport Charge and Service Charges from the salary of employees staying at the campus.
3. In case of staff members who are given rent free quarters as per their eligibility they are not entitled for H.R.A and no H.R.A should be paid to them. However, if such staff is assigned any additional responsibility like Warden / Rector / Estate Manager etc. he / she may be exempted from Service Charges, Water Charges etc. For all other staff staying in the campus their H.R.A and Service Charges schedule should be as follows :

Regarding Accomodation :

Sr.No.	Category of Staff	Type of Quarter Provided	House Rent Allowance to be deducted Rs.	Service Charge to be deducted p.m. Rs.
1.	Teaching	Standard	100%	250.00
2.	Teaching	Not as per Standard	50%	150.00
3.	Teaching	a) Single room b) Single room Sharing	200.00 100.00	100.00 50.00
4.	Non-Teaching	a) Standard b) Not as per Standard	100% 50%	125.00 75.00
5.	Non - Teaching	a) Single room b) Single room Sharing	200.00 75.00	100.00 25.00 (per head)

4. Regarding Transport :

1. Institute Car exclusively allotted - No Travelling Allowance
2. Shared Transport - Rs. 400.00 p.m. (Irrespective of vacation/leave) to be deducted.

The above rules of H.R.A., T.A etc will be reviewed every year in the month of December and implemented w.e.f January of the next year.

Sinhgad Technical Education Society's
Name of the Institute
Pune 411 041

To,

The Principal / Head of Department
Name of the Institution
Pune 411 041

Application for duty leave

Sir,

I, _____ Designation _____ hereby
Request you to grant me duty leave on the date(s) and for the reasons mentioned below.

Sr. No.	Date	Nature of Work	Place of Work	Contact Tel. No.

Your's Faithfully

(Name)

Duty leave sanctioned / not sanctioned.

Principal / Head of Department

Sinhgad Technical Education Society's
Name of the Institute
Pune 411 041

Application for Casual leave / C. off

Name : _____ Designation _____
Period of Leave applied for _____ days from _____ to _____
With permission to prefix _____ and suffix _____ Being Sunday (s)
Holidays.

Reason : _____

Alternative arrangement made :

Date	Time	Class	Subject

Date :

Name and Signature of staff
Providing Alternative arrangement.

Signature of Applicant
(Name)

Recommendations of the Section/
Lab. Incharge with Signature

Casual Leave Account
Casual Leave / C. Off due _____
Casual Leave C. Off availed _____
Balance of Casual leave / C.off _____
Signature of Clerk / Lab Assistant

Leave asked for is / is not granted

HOD / Registrar / AO / Principal

Sinhgad Technical Education Society's

Name of the Institute

Pune 411 041

Application for Earned / Commuted (Medical) / Half Pay / Without Pay Leave

1. Name of the Staff Member : _____
2. Designation : _____ Department : _____
3. Name & Period of Leave : _____ Leave for _____ days
From _____ to _____
4. Prefix / Suffix :
5. Reason for Leave :
Date : _____

Signature of Applicant

Recommendations of the Head of Department

The leave asked for is recommended /

Not recommended for sanction.

Signature of Head of Department

Remarks of Establishment Section regarding balance of leave.

Balance of Earned Leave _____ days / Half pay leave (Medical) _____ days.

Signature of I/C Estt. Section

Remarks of Principal / Registrar regarding sanction of leave.

Leave asked for is / is not sanctioned.

Principal