



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

— & —

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 vacational staff includes -

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

Technical Supporting Staff : Technical Assistant and Workshop Instructors.

Vacational Department and vacational 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 Accommodation :

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 :

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

Name and Signature of staff
Providing Alternative arrangement.

Signature of Applicant
(Name)

Recommendations of the Section/
Lab. Incharge with Signature

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



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