



# SINHGAD TECHNICAL EDUCATION SOCIETY<sup>TM</sup>

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

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**PROF. M. N. NAVALE**  
M.E. (ELECT.) MIE., MBA.  
FOUNDER PRESIDENT

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

STES/Personnel/2011-12/456

Date: 14.03.2012

## CIRCULAR

### Subject: Prescribing:

1. General Conduct Rules for Teaching & Non- Teaching Employees;
2. Guidelines for writing and processing of Annual Performance Appraisal Reports / Special Performance Reports of the Teaching & Non-Teaching Employees.

The Rules / Guidelines on following two service matters have been approved:

1. General Conduct Rules for Teaching & Non- Teaching Employees;
2. Guidelines for writing and processing of Annual Performance Appraisal Reports / Special Performance Reports of the Teaching & Non-Teaching Employees.

These Rules shall come into force from the date of this Circular.

The guidelines for writing of Performance Appraisal Report shall be taken into consideration while writing PAR's of the employees for 2011-12.

These rules and guidelines shall be applicable to all Teaching and Non- Teaching employees working in the Institutes / Colleges / Schools / Offices etc. run by the Sinhgad Technical Education Society; Pune, Savitribai Phule Shikshan Prasarak Mandal; Kamlapur, Shrinath Shikshan Prasarak Mandal; Kondhapuri and Shri. Yashwantrao Chavan Shikshan Prasarak Mandal; Mumbai.

All the Heads of Institutes / Colleges / Schools and Chief Executive Officers of all Campuses are directed to circulate the rules amongst all staff members working under them and to ensure the implementation.

Encl: As above

(Prof. M. N. Navale)  
President

P.T.O. /-



To,

1. Directors of all Institutes of STES/SPSPM/SSPM/SYCSPM.
2. Principals of all Colleges / Schools of STES/SPSPM/SSPM/SYCSPM.
3. Dean, SKN Medical College and General Hospital, Narhe.
4. Chief Executive Officers of all Campuses of STES/SPSPM/SSPM/SYCSPM.
5. Resident Officer, SSPM, Kondhapuri.
6. Transport Officer, STES, Narhe.
7. Estate Officer, STES, Vadgaon.
8. Select file.

Copy for information to:

1. Founder Secretary, STES.
2. Secretary, SPSPM, Kamlapur.
3. Director (Finance), STES.
4. Director (Administration), STES.
5. Director (Engineering), STES, Vadgaon.
6. Director (Academics)
7. Director (Education), STES.
8. Director (Placement), STES.
9. Project Manager, STES.
10. Sr. Assistant to President, STES.

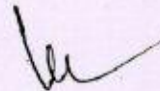
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General Conduct Rules for the Teaching and Non-Teaching Employees.

Following Conduct Rules are prescribed for all Teaching and Non-Teaching employees in the Sinhgad Technical Education Society, Pune; Savitribai Phule Shikshan Prasarak Mandal, Kamalapur; Shrinath Shikshan Prasarak Mandal, Kondhapuri and Shri Yashwantrao Chavan Shikshan Prasarak Mandal, Mumbai.

1. **Integrity and devotion:** Every employee shall at all times:-
  - i) Maintain absolute integrity.
  - ii) Maintain devotion to duty and do nothing which will bring dis-repute to the Institute/ College /School or affect its interest adversely.  
(An employee who habitually fails to perform the task assigned to him within prescribed time and who is habitually not punctual or frequently remains absent without permission shall be deemed to be not maintaining devotion to duty).
  - iii) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.
2. **Maintaining confidentiality of information:** Every employee shall maintain confidentiality of the information provided to him while performing duty and shall not disclose it or make private use of it without prior consent of the *President*.
3. Every employee shall endeavour to obey these rules and shall obey all the lawful orders of his superiors under whose control or supervision he has been deployed from time to time.
4. The directions/ instructions of the official superior shall ordinarily be in writing. Oral directions to subordinates shall as far as possible be avoided. Where the issue of oral directions becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.
5. An employee who has received oral directions from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the directions in writing.
6. **Prohibition against Trade and Business:** No employee shall except with the previous sanction of the President; engage directly or indirectly in any trade or business or undertake any other employment.
7. **Insolvency and Habitual indebtedness:** When any employee is adjudged or declared an insolvent or when a part of his salary is constantly being attached, or has been continuously under attachment for a period exceeding two years, he shall be liable to be terminated from service.
8. **Taking part in Politics:** No employee shall be a member of or be otherwise associated with any political party or any political organisation.





9. **Prohibition against connection with Press:** No employee without prior approval of the President shall make any statement to media, electronic media or Press, regarding activities of the Sinhgad Technical Education Society/ Associate Trusts.
10. **Publications:** Except the cases where the publication is of a literary, technical or scientific character, previous approval of the President is required for publication of books or articles by himself or through a publisher. This is applicable to radio broadcasts or articles or letters to newspapers or periodicals also.
11. **Acquiring Higher Qualification:** Any Employee desiring to acquire higher qualification / to attend Classes or to do research work while in the service or to continue his studies which have been taken in hands prior to his joining the service shall obtain permission of the President in writing for the same.
12. **Giving evidence before Committee:** No employee shall without previous permission of the President give evidence in connection with the society's/ Associate Trusts' affairs, before any enquiry conducted by any person or authority.
13. **Acceptance of Gifts:** Employee shall not accept gifts from clients/vendors/suppliers.
14. Employee should maintain the highest standards of professional ethics and behaviour. The following guidelines shall be followed:
- Shall be efficient and show due diligence,
  - Shall be impartial and honest in the discharge of the assigned duties,
  - Shall not use any information obtained during the course of work for private use,
  - Shall always treat others in a courteous and professional manner,
15. **Prohibition against outside influence:** No employee shall bring or attempt to bring any political or outside influence pertaining to his service under STES/ Associate Trusts..
16. **Contracting of marriages:**
- a. No employee shall enter into, or contract, a marriage with a person having a spouse living,
  - b. No employee having a spouse living, shall enter into, or contract, a marriage with any person
17. **Prohibition against dowry:** No employee shall
- a. give or take or abet the giving or taking dowry,
  - b. demand, directly or indirectly from parents or guardians of a bride or bridegroom, as the case may be, any dowry.
18. **Sexual harassment :**
- No employee shall indulge in any act of sexual harassment of any female employee at her work place. All employees or persons in charge of workplace should take appropriate steps to prevent sexual harassment at workplace.

19. Taking part in demonstration: No employee shall engage himself or participate in any demonstration which is prejudicial to the interest of sovereignty and integrity of India, the security of the State,

Or

Resort to, or in any way abet, any form of strike in connection with any matter pertaining to his service or service of any other employee.

20. Consumption of Intoxicating Drinks and Drugs: All employees shall;

- a. Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- b. Refrain from consuming any intoxicating drink or drug in a public place;
- c. Refrain from chewing tobacco/ Gutaka or smoking while on duty / at the working place;
- d. Not appear in a public place in a state of intoxication.

**Interpretation –**

If any doubt/ dispute arise relating to the interpretation of these rules, it should be referred to the *President, Sinhgad Technical Education Society* for final decision.

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