



Sinhgad Institutes

**SINHGAD TECHNICAL EDUCATION SOCIETY'S**  
**SINHGAD INSTITUTE OF TECHNOLOGY**

**(Affiliated to Savitribai Phule Pune University, Pune & Approved by AICTE)**

Gat No. 309/310, off Mumbai Pune Expressway Kusgaon (Bk), Lonavala Pune – 410401

website: [sit.sinhgad.edu](http://sit.sinhgad.edu)

## Code of Conduct

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Sinhgad Institutes

## **SINHGAD TECHNICAL EDUCATION SOCIETY**

19/15, Smt. Khilare Marg, Erandwane, Off Karve Road, Pune 411004.  
Tel. : (020) 25459750 , Fax (020) 25453456, Email : stes@sinhgad.edu

**MEMORANDUM  
OF ASSOCIATION  
&  
BYE - LAWS  
OF THE SOCIETY**

[दिने-२. का./ मु. का. दि./१०००.



## नोंदणी प्रमाणपत्र

संस्था नोंदणी अधिनियम, १८९०

(१८९० चा अधिनियम २१)

नोंदणी क्रमांक  
महाराष्ट्र ७१२२.२३/पुणे

माझी असे प्रमाणित करण्यात येते की, मिहंगड ट्रेडिंग कम्पनी पुणे क्लब  
जे.जे.यरी, मिहंगड रोड पुणे ५१

प्राचील तारखेस संस्था नोंदणी अधिनियम, १८९० (सन १८९० चा अधिनियम २१) मन्वये योग्यरित्या नोंदना करण्यात आली.

तारीख ६.११.१९२३ रोजी माझ्या सहनिष्ठा दिने.



संस्थेचे सहायक निर्बंधक,

पुणे दिनांक.



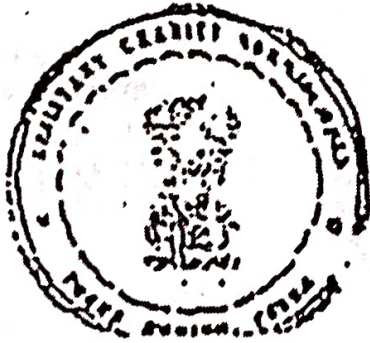
नोंदणीचे प्रमाणपत्र

आदारी प्रमाणपत्र देण्यात येते की, आली वंगल केतकी कार्यालय विवाहसंस्था ही आज, पुनई  
कार्यालय विवाहसंस्था अधिनियम, १९५० (जव १९५० चा पुनई अधिनियम क्रमांक २१) चा अन्वये "पुणें"  
"नी आग" "पुणें" स्थील कार्यालय विवाहसंस्था नोंदणी प्रमाणपत्र भोग्य ठरविले  
नोंदणीत आलेली आहे.

कार्यालय विवाहसंस्थाचे नाव "सीहंगड" "टे।कनेकल" "पुणेंमुकेरान सोसायटी"  
"पुणें" "सर्व" "नं" "२५।३।३" "हिंगण" "रवुद" "सीहंगड रोड" "पुणें ५१."  
कार्यालय विवाहसंस्थाच्या नोंदणी गुणकारीत क्रमांक "एफ" "८२८२" (पुणें)  
स्त्री "माहती" "नीवृत्ती" "गवल" "८ सन्वीव" "५" "आज प्रमाणपत्र दिते.

आज दिनांक १२ ऑगस्ट १९९३ रोजी याच्या बरोबरी दिते.

साक्षर



म.सं.२५१५२.  
पुणें  
पुणें

# MEMORANDUM OF ASSOCIATION

1. Name : The name of the Society shall be  
"Sinhgad Technical Education Society", Pune - 4
2. Office : 19/15, Smt. Khilare Marg, Erandawane  
Off Karve Road, Pune - 411 004.

3. The aims and objects: The aims and objects of the Society are:

- a) To impart education of any kind in any branch of Arts, Science, Commerce, Engineering, Technology, Architecture, Health Sciences including Medical, Dental, Nursing, Ayurvedic, Homeopathic and allied subjects, Physical Education, etc. to the rising generation of Maharashtra and elsewhere as the circumstances from time to time may permit.
- b) To open educational institutions in Maharashtra and outside Maharashtra for the aforesaid purpose.
- c) To undertake activities like organization of seminars, symposia for mutual exchange of advancements in the field of education.
- d) To take over already established educational institutions or any branches of education if required in order to impart education.
- e) To start residential hostels for the students undergoing education anywhere in Maharashtra and elsewhere.
- f) To publish magazines, newsletters, newspapers and electronic media in order to impart education to the Society and disseminating information to public at large for social purpose and to establish the schools / colleges for conducting Journalism courses imparting degree / diploma courses.
- g) To undertake Development programmes / projects in the various fields viz. Agricultural Sciences, Environmental Engg., Social Sciences, cultural activities, sports development, rural development, Health / Medical Sciences (including Medical Colleges, Dental Colleges, Nursing Colleges, Ayurved Colleges, Homeopathy Colleges and all other related to the Health Sciences including Physiotherapy and Paramedical Courses), Pharmaceutical Sciences, Engineering Sciences, Human Sciences, Natural Sciences, and Management Sciences, as well as Public Administration, Defence Studies etc. for the upliftment of economic and social standard of the citizens of India and the schemes sponsored for the said cause in the above fields by State / Central Govt., Industrial / Social Organizations / Associations / Societies and foreign agencies for rural as well as urban development and social welfare.
- h) To undertake Research and Development activities in the field of Pure Science, Engg. Science, Management Science, Agricultural Sciences, Health Sciences (including Medical Colleges, Dental Colleges, Ayurved Colleges, Homeopathy Colleges, Nursing Colleges and other all related to the Health Sciences including Physiotherapy and Paramedical Courses) and Social Sciences and to establish Testing Laboratories and render services in R & D field to the individuals, industries, societies and other organizations.
- i) To establish the Hospitals in the rural / urban and tribal area and to run them for the benefit of the public at large and establish Medical, Dental, Ayurved, Homeopathic, Physiotherapy Colleges and Paramedical Courses.
- j) To arrange exhibitions on the Social Background and to promote educational / social / cultural and sports exhibition.

- k) To undertake cultural activities and establish cultural centres at various campuses and promote the cultural activities by way of instituting cultural awards and scholarships to the deserving personalities.
- l) To undertake social activities for the benefit of the Society at large and promote the social programmes for the benefit of the Society.
- m) To undertake sports activities for both Indian and foreign games and establish sports centres and sports clubs in the campuses in the various institutions of the Society. To promote the sports activities, the Society shall Institute the Sports awards and scholarships for the deserving sports persons.

#### 4. GOVERNING BODY:

- a) The Managing Council shall be the Governing Body of the Society.
- b) The names, addresses and occupations of the members constituting Governing Body to whom the rules and regulations of the Society, the management of its affairs is entrusted for the time being are set forth hereunder. The following members of the Managing Council would be managing the entire affairs of the Society.

S. No.	Names	Address	Occupation & Nationality	Sd/-
1	Shri Maruti Nivrutti Navale, Founder President & Chief Managing Trustee (Age: 62 yrs)	Green Park, 45/6-10, Karve Nagar, Next to Nav Sahyadri Society, Pune 411 052	Educationist, Agriculture, Social Worker Indian	Sd/-
2	Prof. Sukhadeo Nivrutti Nawale, Vice President (Age: 68 Yrs.)	Snehal, College Road, Karmala, Dist. Solapur	Business Indian	Sd/-
3	Dr. (Mrs.) Sunanda Maruti Navale, Secretary (Age: 42 yrs)	Green Park, 45/6-10, Karve Nagar, Next to Nav Sahyadri Society, Pune 411 052	Education, Housewife Indian	Sd/-
4	Mrs. Vijaya Sukhadeo Nawale (Member) Age: 50 yrs.	Snehal, College Road, Karmala, Dist. Solapur	Service, Educationist Indian	Sd/-
5.	Mr. Bapusaheb Baburao Nimbhore (Member) Age : 55 yrs.	'Rachana' Shri-Niketan Society, Kothrud, Pune 411 029	Service Indian	Sd/-
6.	Shri Anandrao Shankarrao Bansode (Member) Age: 49 yrs.	Sulochana Nivas, Dias Compound, Jogeshwari (East) Bombay 60	Business Indian	Sd/-
7.	Shri Sanjay Sadashiv Navale, (Member) Age: 29 yrs.	A/P Ekhatpur, Tal. Sangola, Dist. Solapur	Agriculture Indian	Sd/-

We, the several persons whose names and addresses and occupations are given above and desirous of forming into a Society in pursuance of this Memorandum of Association under the provisions of the Society's Registration Act, 1860 (XXI of 1860) in testimony whereof we subscribed our respective names and signature hereto on the 21st day of the month of May in the year 2012.

Witness to the above signatures of identification to the above signatures.

S. No.	Name	Designation	Signature
1	Shri Maruti Nivrutti Navale Permanent Post	President & Chief Managing Trustee	Sd/-
2	Prof. Sukhadeo Nivrutti Nawale Elected by Life & Honorary Members of the Society	Vice President	Sd/-
3	Dr. (Mrs.) Sunanda Maruti Navale Permanent Post	Secretary	Sd/-
4	Mrs. Vijaya Sukhadeo Nawale Elected by Life Members & Honorary Members of the Society	Member	Sd/-
5	Mr. Bapusaheb Baburao Nimbhore Elected by Life Members & Honorary Members of the Society	Member	Sd/-
6	Shri Anandrao Shankarrao Bansode Elected by Life Members & Honorary Members of the Society	Member	Sd/-
7	Shri Sanjay Sadashiv Navale Elected by Life Members & Honorary Members of the Society	Member	Sd/-

**BYE LAWS AND TRUST DEED OF THE  
SINHGAD TECHNICAL EDUCATION SOCIETY,  
PUNE – 4**

**CHAPTER – I**

1. **Name** : The name of the Society shall be the  
“Sinhgad Technical Education Society”
2. **Office** : 19/15, Smt. Khilare Marg, Erandawane,  
Off Karve Road, Pune – 411 004
3. **Jurisdiction:** All over India

**CHAPTER – II**

**MEMBERS OF THE SOCIETY**

**4(A) LIFE MEMBERS:**

**i) Total Strength:**

The total number of life members shall be maximum 11 inclusive of the President and the Secretary. The life members shall be the Trustees of the Trust / Society. The life members elected on the Managing Council shall be called as Managing Trustees.

**ii) Qualifications:**

- a) The President and the Secretary shall be the life members of the Society and shall be the permanent Trustees of the Sinhgad Technical Education Society, Pune – 4.
- b) He or she shall be major at the time of admission.
- c) Each life member is required to pay Rs. 2,00,000/- (Rs. Two lacs only) as subscription for the life membership.
- d) Any other person donating to the Society a sum of Rs. 2,00,000/- (Rs. Two lacs only) and who pledges to work for the society in any capacity and whose application shall be approved by the Managing Council, shall be admitted as the life member of the Society only on receiving the consent in writing from the President and the Secretary. Provided any organization / firm / company / trust or person donating a sum of Rs. 2,00,000/- or more, shall be entitled to nominate any person or more persons, in accordance with the multiple of Rs. 2,00,000/- for being considered for the post of the life membership provided the President and Secretary give in writing their consent for the admission as life member.

**iii) Termination of Life Membership:**

- a) Life membership shall stand automatically terminated upon the death of the life member. However, any heir nominated by the life member shall be admitted as the life member upon death, resignation or incapacitation of the original member without any additional subscription or donation for life membership.
- b) The Life membership shall stand terminated, upon any person being convicted by any court of Law throughout India for having committed any criminal offence involving moral turpitude, or upon being declared as having unsound mind.



- c) The life member may be removed, if he or she undertakes any activities found to be detrimental or prejudicial to the interests of the Society, provided a resolution to that effect is passed by the General Body with 2/3rd majority, by issuing previous show cause notice to such member. Such show cause notice shall be issued by the President or Secretary of the Society, upon being so authorized by the Managing Council.

#### **4(B) HONORARY MEMBERS:**

**i) Total Strength:**

The total number of honorary members shall be maximum 15.

**ii) Qualification:**

- a) He or she shall be major at the time of admission.
- b) Any person donating to the Society a sum of Rs.50,000/- (Rupees Fifty thousand only) and who pledges to work for the Society in any capacity and whose application shall be approved by the Managing Council, shall be admitted as the honorary member, provided any Organisation / Firm / Company / Trust or person donating sum of Rs. 50,000/- (Rupees Fifty thousand only) or more, shall be entitled to nominate any person or more persons, in accordance with the multiple of Rs. 50,000/- (Rupees Fifty thousand only) for being considered for the post of honorary membership.

**iii) Termination of honorary membership:**

- a) Honorary membership shall stand automatically terminated upon the death of the honorary member.
- b) The honorary membership shall stand terminated, upon any person being convicted by Court of Law throughout India for having committed any criminal offence involving moral turpitude, or upon being declared as the person with unsound mind.
- c) The honorary member may be removed, if he or she undertakes any activities found to be detrimental or prejudicial to the interests of the Society, provided a resolution to that effect is passed by the General Body with 2/3rd majority, by issuing previous show cause notice to such member. Such show-cause notice shall be issued by the President or Secretary of the Society, upon being so authorized by the Managing Council.
- d) No honorary members shall be entitled to get refund of the donation of Rs.50,000/- upon the termination of his membership for any reason whatsoever.

#### **4(C) SYMPATHISERS:**

Any person who has contributed or who will contribute atleast Rs. 10,000/- (Rupees Ten Thousand Only): shall be the sympathizers of the Trust if admitted by the Managing Council. If the Managing Council desires, the sympathizers may be called to attend the General Body Meeting as invitees, however they will not be eligible to vote for the election of the members of the Managing Council including the office bearers of the Society / Trust.

The sympathizers may be invited as invitees for the General Body Meeting and they shall not be the voters for deciding the issues in the General Body Meeting. A sympathizer can be removed by the Managing Council if desired by passing resolution with simple majority and no show cause notice is required to be given.

5. **The General Body will comprise of maximum Eleven life members and Fifteen Honorary Members only.**
- a) To elect four members of the Managing Council of the Society from amongst the life members of the Society and three members from life members / honorary members of the Society.
  - b) To elect two Vice Presidents on the Managing Council from amongst the life members of the Society.
  - c) To consider and approve the annual report, the budget, the balance sheet and all the statements of the accounts in the Annual General Body Meeting, upon the same being submitted to it by the Managing Council.
  - d) To elect two members of the Managing Council from amongst the honorary members of the Society.
  - e) To generally decide the policy of the Society and to issue general guidelines to the Managing Council of the Society from time to time.
  - f) To amend the rules and regulations, or byelaws of the Society, upon receiving the recommendations of the Managing Council to that effect. Provided, the rules and regulations or the byelaws shall be amended with 2/3rd majority of the members present in the meeting of the General Body, and provided a notice of 10 days in respect of the proposed amendments is duly served on all the members of the General Body. The resolution to amend the rules and regulations or byelaws / trust deed of the Society / Trust unless it is consented in writing by both President and the Secretary, cannot be moved either in Managing Council or in the General Body Meeting.
  - g) All decisions on Resolution moved in the General Body shall be taken by a majority of votes or show of hands or by secret ballot if demanded by a majority of Life Members at the time of the meeting.
  - h) To appoint Auditor or Auditors and fix his / her or their remuneration.

6. **MEETING OF THE GENERAL BODY:**

The General Body shall meet atleast once in a year after the closing of the year.

7. **SPECIAL MEETING OF THE GENERAL BODY:**

A Special Meeting of the General Body may be convened on a requisition by the office

bearers or signed applications of atleast 9 Life Members of the Society with special agenda for the meeting in the form of resolutions. For such Special General Body Meeting the notice period of 10 days will be required. The meeting convened on requisition shall consider only those items for which it shall have been convened. The agenda of such Special General Body Meeting shall be prepared by the Secretary in consultation and with the consent of the President and shall be circulated to all the members. The President of the Society shall also have power to instruct the Secretary to convene Special Meeting of the General Body as and when found by him to be necessary. The agenda of such meetings shall be decided by the President and the Secretary. The President shall have the right to issue agenda if and only if the Secretary fails to call the Special General Body Meeting inspite of instructions, as aforesaid.

**8. NOTICE TO CONVENE THE MEETING OF THE GENERAL BODY:**

A notice to convene the meetings of the General Body shall be in writing signed by the Secretary and sent to all the Life Members / Honorary Members ten days prior to the date of the meeting and the notice shall contain date, time and place of the meeting along with the agenda to be placed before the meeting. The agenda of such meeting shall be decided by the President or the Secretary.

**9. NOTICE OF THE GENERAL BODY HOW TO BE SERVED :**

Notice delivered by hand or sent by post on the address available on the records of the Society shall be deemed to have been served on the Member.

**10. QUORUM:**

The necessary quorum for a meeting whether general or special shall be 1/3rd of the total number of life members and honorary members.

**11. WANT OF QUORUM:**

When there is no Quorum, the meeting shall be adjourned and the adjourned meeting shall be held after half an hour at the same place, to consider the same agenda and a note to that effect may be made in the notice of the meeting.

**12. ADJOURNED MEETING:**

The meeting held after the original meeting was adjourned either for want of quorum or because all the subjects on the agenda are not disposed off, is an adjourned meeting. An adjourned meeting does not require quorum. But the adjourned meeting shall not consider the subjects not on the agenda of the original meeting.

## CHAPTER – IV MANAGING COUNCIL

### 13. The following shall be the members of the Managing Council:

The strength of the Managing Council shall be minimum seven and maximum eleven.

- a) President (1 post) Permanent Post  
(Chief Managing Trustee)
- b) Secretary (1 post) Permanent Post  
(Jt. Chief Managing Trustee)
- c) Vice President (2 posts) The posts to the office of the Vice Presidents to be elected every five years by and from amongst the Life Members (i.e. from Trustees) and Honorary Members
- d) Four Members (4 posts) To be elected by the General Body amongst the (Maximum) Life Members & Honorary Members in its General Body Meeting every five years (i.e. from Trustees)
- e) Three Members (3 posts) To be elected by the General Body amongst the (Maximum) honorary / Life Members in the Annual General Body Meeting, every five years.

Thus the maximum strength of the Managing Council shall be eleven. In addition to the elected and the permanent members of the Managing Council, the Society / Trust may need the expert services of the personnel from the Industry / Education / Professionals / Business / Social organizations to promote the educational activities and in order to meet such needs the Managing Council may nominate and or co-opt such experts from different disciplines in the advisory form.

The nomination or co-option of the members shall be as follows:

- f) The Managing Council may nominate maximum two members from any class of members on the Managing Council of the Society and such nominated members shall have the same tenure as the Managing Council. The nominated members shall express their views in the meeting but shall not have a right of voting. These nominated members shall be invited to attend the meetings of the Managing Council.
- g) The Managing Council in its first meeting after election, on the recommendation of the

President / Secretary may co-opt maximum five members on the Managing Council. These co-opted members shall represent different disciplines / expertise from the field of education, industry, business or professional bodies and shall be in position to contribute to promote the educational activities of the Society / Trust. The co-opted members shall be attending the meetings of the Managing Council as invitees. The names of the co-opted and nominated members need not be inserted in the list of trustees to be registered in the Public Trusts Register in the office of the Charity Commissioner. The role of the nominated and co-opted members shall be purely in the advisory form. The co-opted members need not be the members of the Trust / Society. The tenure of the co-opted and nominated members shall be at the pleasure of the Managing Council. The co-opted / nominated members shall be removed by passing resolution in the Managing Council by simple majority. They need not be issued show-cause notice before removal. The tenure of the co-opted / nominated members shall be maximum five years and shall automatically cease to be co-opted / nominated member of the Society unless the new Managing Council again co-opts / nominates them for the further period in its first meeting after election to the positions of the members of the Managing Council.

Provided if the Managing Council desires so, may appoint maximum two additional members as office bearers as Vice President or Treasurer from and amongst the co-opted and or nominated members and authorize them to function as Vice President and or Treasurer for the fixed period in the event of necessity for the additional office bearers. These office bearers shall be authorized officers of the Society during their tenure of appointment as office bearers and if authorized by the Managing Council they may be entrusted additional duties as authorized officer of the Trust / Society for signing documents / exchange of correspondence and operation of the accounts jointly with the President or Secretary. The nomination of the members or co-option of the members on the Managing Council as office bearers or authorized officers of Society shall be at the desire of the Managing Council and shall not be mandatory. If the Managing Council desires, the nominated or co-opted additional office bearers shall be removed by passing resolution with simple majority in the meeting of the Managing Council without assigning any reasons for doing so to individual or all nominated or co-opted additional office bearers / authorized officer. The Managing Council shall have an option for how many members be nominated or co-opted on the Managing Council and the number could be reduced or increased as and when required. The structure of the Managing Council cannot be modified unless consented by Secretary and President both and unless the resolution is passed with 2/3rd majority in the General Body meeting.

**The tenure of the Managing Council members excepting President & Secretary, being permanent post shall be five years. However, the Managing Council members shall continue till the elections are held and new Managing Council is formed.**

#### 14. Functions of the Managing Council:

- a) To appoint Advisory Bodies consisting of Life Members, Honorary Members, Sympathisers, etc. or any other person having expertise. The advisory bodies shall function under the Secretary of the Society.
- b) To fill up the Casual Vacancy if occurred due to some reasons.
- c) To raise the funds for the Society by way of Term Loan / overdraft / cash credit facilities from the banks or financial institutions and also by way of fees, deposits, etc. from students.
- d) To assign the duties to the office bearers from time to time.
- e) To approve the expenditure incurred by the Society and its office bearers.
- f) To prepare project proposals and submit the same through office bearers to the appropriate authority either of State or Central Govt. or other social organizations, including foreign agencies.
- g) To appoint financial consultants for project proposals and to fix up their remuneration.
- h) To give approval for the visit of the office bearers or other members of the Managing Council for the purpose of abroad training or to persuade the proposals of the Society.
- i) To prepare the Annual Budget of the Society.
- j) To move the Resolution in respect of mortgaging the property of the Society in order to obtain financial loans either from Scheduled banks, co-operative banks, financial institutions, leasing companies and private organizations, individuals, etc. The loans to be raised shall be Term loan, cash credit, overdraft, demand loan, etc. or it may be in the form of bank guarantee or letter of credit etc. as the case may be.
- k) To execute the resolutions passed by the General Body.
- l) To perform any other functions that will be assigned by the General Body of the Society from time to time.
- m) To authorize the office bearers to make the purchase of the land, building, equipment, furniture, stationery materials, vehicle and other movable and immovable properties for the Society.
- n) To sell, dispose off and / or lease out movable and immovable assets of the Society and authorize office bearers of the Society for the same.
- o) To accept deposits for the Society and refund the same.

- p) To consider commercial proposals and execute them for raising the funds to society including manufacturing, processing, construction, service institutions and such other projects as deemed to be fit for upliftment of down trodden people.
- q) To fix remuneration or honorarium to the Secretary and Joint Secretary.
- r) **CASUAL VACANCY:** Casual vacancy if arises due to any reason in the members of the Managing Council that will be filled by Managing Council from the respective classes of membership by co-option on the recommendation of the Secretary & President.

## 15. MEETING OF THE MANAGING COUNCIL:

- a) The Managing Council as constituted in Rule 14 shall meet atleast four times in a year.
- b) Notice to convene the meeting of the Managing Council shall be issued by the General Secretary, in consultation and with the consent of the President, and the same shall be served upon the members by hand delivery and Post which shall contain the date, time and place of the meeting, along with agenda, 10 days prior to the date of the meeting. The agenda shall be finalized by the Secretary in consultation and with the consent of the President. The President shall issue such notice, if found necessary, on account of failure of the Secretary to issue such notice at any time.
- c) Notice of the Managing Council : How served  

Notice delivered by hand and or sent by post on the address available on records of the Society shall be deemed to have been served to the member.
- d) Quorum : The necessary quorum for Managing Council Meeting shall be 1/3 of total strength of Managing Council.
- e) Want of Quorum : When there is no quorum, the meeting shall be adjourned and the adjourned meeting shall be held after half an hour at the same place, to consider the same agenda and note to that effect may be made in the notice of the meeting.
- f) Adjourned Meeting: The meeting held after the original meeting shall be adjourned either for want of quorum or because of subjects on the agenda not disposed off in an adjourned meeting. An adjourned meeting does not require quorum. But the adjourned meeting shall not consider subjects not on the agenda of the original meeting.
- g) Circulatory Meeting: The President or the Secretary may circulate, hand deliver any proposal, in case of emergency, and thereby call upon the members of Managing Council to record their votes in favour or opposing the proposal and the resolution passed shall be deemed to have been passed by the Managing Council.

**16. THE OFFICE BEARERS OF THE SOCIETY:**

- a) The President: SHRI MARUTI NIVRUTTI NAVALE, The Founder of the Trust & Life Member of the Trust and the Chief Promoter of the Society shall be the permanent President of the Society and Managing Council in appreciation of donation of Rs. 50.00 lacs given or promised to be given by him and his family and associates. His male or female successor, as shall be nominated by him shall become President, upon his death, without payment of any additional donation. The same procedure of nomination shall be applicable for further succession to the office of the President. The President shall also be the Chief Managing Trustee.
- b) The Secretary: The Promoter and Founder Life Member of the Trust, Dr. (Mrs.) Sunanda Maruti Navale, shall be the permanent Secretary of the Society. Upon her demise, her male or female successor as nominated by her shall be appointed as the Secretary and further appointments shall also be made as per the same provision to the Office of the Secretary. Provided in the event of eligible heir for the appointment of the President or the Secretary being not available or on his refusal to accept the office, the General Body shall elect the President or the Secretary, as the case may be, from amongst the life members and shall continue to elect such office bearer along with the members of the Managing Council, until such heir is available and is ready and willing to accept the office.
- c) Vice President: Shall be elected from amongst the life members in the General Body Meeting every five years.
- d) Joint Secretary: The Secretary shall appoint Joint Secretary or Joint Secretaries, with the consent of the President. The remuneration and service conditions of the Joint Secretary shall be decided by the Managing Council on the recommendations of the Secretary.

17. The tenure of the office bearers except the President and the Secretary appointed permanently, shall be of five years from the date of Annual General Body Meeting. The office bearers however shall continue to function until the new elections are held.

**18. THE FUNCTIONS OF THE OFFICE BEARERS:****a) PRESIDENT:**

- 1) To preside over and conduct the meetings of the Managing Council and General Body.
- 2) To decide all questions by a majority at such meeting and to give casting votes in the event of equality of votes.
- 3) In case of equality of votes he / she may exercise his / her casting vote.
- 4) To generally supervise and control the activities of the Society and to issue the directives to the office bearers of the Society from time to time.



- 5) To execute necessary legal documents such as contracts, mortgage deeds, conveyances, to make affidavits, to give undertakings, promissory notes, agreements, etc. on behalf of the Society and also on behalf of the Managing Council of the Society. To execute all the legal documents as and when required for the Society or its Institutions. To sign and issue appointment letters, termination letters, promotion, demotion of employees as well as to suspend or to reinstate employees. The President may authorize the Secretary to do all such acts mentioned hereinabove.
- 6) To perform the duties and exercise powers specifically conferred upon him by the constitution.
- 7) To operate bank accounts of the Society and its Institutions under his / her sole signature or jointly with Secretary or Vice President or any other person authorized by the Managing Council.
- 8) To enter into contracts by executing the same with the joint signature of the Secretary.
- 9) The President shall exercise all the powers and perform duties of any of the office bearers, Heads of the Institution and any of the employees whenever he finds it necessary and all the decisions shall be final and shall be binding on the concerned. The President shall have supreme authority amongst all and shall be the Chief Managing Trustee of the Society / Trust. The President shall have power to take over duties of any office bearer / trustees / member / employee as and when he / she finds it necessary in the interest of the Society / Trust.

**b) VICE PRESIDENT (2 POSTS):**

In the absence of the President, one of the Vice President shall preside over and conduct the meeting. In the absence of the President and Vice President, the other members shall elect a Chairman from among the members present and he / she shall preside over and conduct the said meeting as a President. The President shall entrust additional duties to Vice Presidents being office bearers and Vice Presidents shall exercise all the powers under the control and with the consent of the President. Out of the two Vice Presidents, President may entrust duties to the Vice Presidents as one of the Vice Presidents as I/C of Administration and other as I/c of Finance i.e. Treasurer. The delegation of the powers to the Vice Presidents shall be at the pleasure of the President. The President has a right to withdraw the powers of Vice Presidents without assigning reasons.

**c) SECRETARY:**

The Secretary shall be the Joint Chief Managing Trustee and shall be the Secretary of the Society, and of the Managing Council, and of the General Body and he / she shall be responsible for these bodies. The amount of remuneration of the Secretary will be decided by the Managing Council.

## THE FUNCTIONS AND POWERS OF THE SECRETARY ARE:

The Secretary shall exercise the following powers and perform duties under the control and with the consent of the President.

- i) To convene all meetings of the General Body and the Managing Council by issuing notice as provided by the rules.
- ii) To write minutes of the meeting of the Managing Council and General Body. The Secretary shall sign the minutes of the Managing Council along with the President when confirmed in the subsequent meetings of the Managing Council and the General Body.
- iii) To keep and maintain accounts.
- iv) To present the budget of the expected income and expenditure of the Society and its Institutions before the first meeting of the General Body after the close of financial year for consideration and sanction.
- v) To carry on correspondence for the Society and its Institutions conducted by the Society.
- vi) To arrange and keep the records of the Society.
- vii) To collect necessary information from Heads of the Institutions of the Society and to issue directive to the heads, other staff members from time to time.
- viii) To implement the resolutions of the General Body and Managing Council.
- ix) To correspond on behalf of the Society and to represent the Society in all the activities undertaken by the Society.
- x) To represent the Society in all legal actions by or against the Society and to execute legal documents for the Society or on behalf of the Society.
- xi) To perform and do all such duties in the interest of the Society as are assigned to him by the General Body and Managing Council from time to time.
- xii) To make the appointments of the heads of the Institutions and other teaching and non-teaching staff members as per the prevailing statutory rules and if required to nominate members on the Selection Council from office bearers as per the statutory requirement.
- xiii) To transfer, remove, terminate, promote, demote an employee in case of misconduct / indiscipline.
- xiv) Functions of the Joint Secretary will be decided by the Secretary.
- xv) To award civil contracts and other contracts of the projects undertaken by the Society.
- xvi) To make the purchases of the land, buildings, equipments, furniture and other miscellaneous items for the Society and its institutions.

- xvii) To rent out, lease out the properties of the Society for earning the funds for the Society and to enter into agreements with the parties concerned.
- xviii) To appoint architects, consultants or any other bodies as required for the benefit of the Society.
- xix) To collect funds for the Society by way of loans, donations, gifts, rents, deposits, either from individuals or organizations / firms / companies / financial institutions, foreign agencies, etc. and to execute the necessary documents, agreements, deeds, etc. on behalf of the Society and on behalf of the members of the Managing Council in the capacity of Secretary and Chief Managing Trustee.
- xx) To carry out all the other duties assigned by the Managing Council from time to time for the benefit of the Society.
- xxi) To work as Chairman of Governing Councils of the Institutions of the Society and / or Local Managing Council or Staff selection council, etc.
- xxii) To make applications for obtaining loans from the Nationalised / Co-operative Banks, financial institutions, leasing companies, private organizations, individuals, etc. and to raise the loans for the Society on moving appropriate resolutions in the Executive Council, and to execute the necessary documents, give undertakings, make affidavits or execute the agreements on behalf of the Society and to give guarantee or to remain guarantor to the financial institutions on behalf of the Society and also on behalf of all the members of the Executive Council.

d) **JOINT SECRETARY:**

Functions assigned by the Secretary from time to time. The Joint Secretary shall be appointed by the Secretary either on full time or part time basis as per the requirement with the consent of the President. The Joint Secretary / Secretaries need not be the members of the Society. The Joint Secretaries so appointed shall be invitees to the meetings of Managing Council and the General Body.

**19. FUNDS OF THE SOCIETY WILL INCLUDE THE FOLLOWING:**

- a) Contribution of the Life Members, Honorary Members and Sympathisers
- b) All immovable property
- c) Endowments and gifts
- d) All dead stock articles, books, apparatus and equipments
- e) Constitutional donations donated for the purpose for which they are donated.
- f) Fees and fines.
- g) Fixed Deposits
- h) Interests on the Bank Deposits
- i) Loans from Commercial Banks, Financial Institutions and Leasing Companies.

All the funds of the Society shall be owned by the Society. Funds shall be utilized exclusively for the benefit of the Society and its Institutions.

**20. FINANCIAL YEAR OF THE SOCIETY:**

The financial year of the Society shall begin on the first day of April every year and shall end on 31st March of the following year.

**21. OPERATION OF BANK ACCOUNTS:**

The entire amounts of the Society should be deposited either in the scheduled banks or Nationalized Banks or any other co-operative bank as permitted under the Public Trust Act. The amount must be deposited in the names of the Society or in the name of the Institutions of the Society. Bank accounts of the Society and its Institutions shall be operated either under the sole signature of the President or jointly by the Vice President and the Secretary. The bank accounts shall be operated by the Vice President and Secretary upon authorization by the Managing Council. The bank accounts of the Institutions shall be operated under the sole signature of President or any two of Secretary / Vice President and Head of the Institute. The Secretary, President, Vice President may nominate any person / member / Joint Secretary for operation of the bank accounts of the Institution upon authorization by the Managing Council. The accounts of the Society and its Institutions can be operated under the sole signature of the Vice President in authorization by the Managing Council and if consented by the President.

**22. SPECIAL COUNCIL:**

For the fulfillment of aims and objects of the Society in General Body, Managing Council may appoint Special Councils from amongst the Life Members, Honorary members or any other persons, if necessary. Such councils will function in the advisory capacity. Their suggestions will be put up before the Managing Council for decisions. However, their suggestions will not be mandatory on the part of the Managing Council. Such special council will not have any rights of making decisions. The decision if taken by the Special

Committees so appointed shall be implemented only on confirmation by the Managing Council by passing the resolution. The Special Committee be named as Executive Council or Executive Committee. The members of such Committees shall be recommended by the Secretary and the President.

**23. RESIDUARY POWERS:**

All or any of the matters relating to the Society and its Institutions not provided for in these Rules and Regulations shall be dealt with or decided by the General Body.

**24.** These rules and regulations shall come in force immediately on registration of the Society with appropriate authority of the Government.

**25. AMENDMENT:**

The amendment in two copies shall be made in the Annual General Body Meeting by 2/3rd majority and the rules of the Society will be modified or altered or changed on receiving the recommendations from the Managing Council. The notice of such changes will be given to the members of the Society.

**26. CHANGE IN THE NAME OR OBJECT OF THE SOCIETY:**

As per the provisions of Society's Registration Act, 1860, the necessary procedure will be followed as per the Section 12 and 12A of Society's Registration Act, 1860.

**27. DISSOLUTION:**

The necessary procedure will be followed as per the Society's Registration Act, 1860 as per the provisions of the Section 13 & 14 of the Society's Registration Act, 1860.

# CERTIFICATE

This is to certify that this is the true and correct copy of the rules of the  
**Sinhgad Technical Education Society, Pune – 411 004**  
and shall come in force with immediate effect.

Sd/-  
Prof. M. N. Navale  
Founder President &  
Chief Managing Trustee

# SINHGAD TECHNICAL EDUCATION SOCIETY

## LIST OF EXISTING TRUSTEE MEMBERS

1. **Shri. Maruti Nivrutti Navale** **President &**  
**Chief Managing Trustee**
2. **Dr. (Mrs.) Sunanda M. Navale** **Secretary &**  
**Jt. Chief Managing Trustee**
3. **Prof. Sukhadeo Nivrutti Nawale** **Vice President (Emeritus)**
4. **Shri. Rohit Maruti Navale** **Vice President (HR)**
5. **Ms. Rachana Maruti Navale** **Vice President (Admin)**
6. **Dr. (Mrs.) Vijaya S. Nawale** **Member**
7. **Shri. Sanjay Sadashiv Navale** **Member**
8. **Shri. Dadasaheb Vithoba Navale** **Member**
9. **Shri. Somnath Mahadeo Navale** **Member**
10. **Shri Gul Kishinchand Shahani** **Member**
11. **Shri. Anandrao Shankarrao Bansode** **Member**



Sinhgad Institutes

## **SINHGAD TECHNICAL EDUCATION SOCIETY**

19/15, Smt. Khilare Marg, Erandwane, Off Karve Road, Pune 411004.  
Tel. : (020) 25459750 , Fax (020) 25453456, Email : stes@sinhgad.edu





## 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](mailto:stes@pn2.vsnl.net.in)

SERVICE RULES

— & —

REGULATIONS

# CERTIFICATE

This is to certify that  
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Founder President  
&  
Chief Managing Trustee

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## Service Rules and Regulations

### **General :**

Sinhgad Technical Education society was established on 6<sup>th</sup> 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 1<sup>st</sup> January and 1<sup>st</sup> 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.

Vacation 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 vocational department to non-vocational 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 1<sup>st</sup> January or 1<sup>st</sup> 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



## SINHGAD TECHNICAL EDUCATION SOCIETY

44/1, Vadgaon (Budruk), Off Sinhgad Road, Pune - 411 041. Tel./Fax : (020) - 435 47 21. E-mail : [stes@pn2.vsnl.net.in](mailto:stes@pn2.vsnl.net.in)



# 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 Yashwantrao 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, SSPM, 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 <sup>st</sup> January and 1 <sup>st</sup> July of every year, after completion of each half yearly period (1 <sup>st</sup> January to 30 <sup>th</sup> June and 1 <sup>st</sup> July to 31 <sup>st</sup> 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 <sup>st</sup> January and 1 <sup>st</sup> July every year, after completion of each half yearly period (1 <sup>st</sup> January to 30 <sup>th</sup> June and 1 <sup>st</sup> July to 31 <sup>st</sup> 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 production of medical certificate from Registered Medical Practitioner, 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 <sup>st</sup> July) and enjoy Leave Without Pay after completion of tenure but before the date of due increment (normally 1 <sup>st</sup> July or otherwise), then his date of immediate increment shall be advanced by the period equal to the Leave Without Pay enjoyed by him.

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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 <sup>st</sup> 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/ Personnel/ 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.

**(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 1<sup>st</sup> January and 1<sup>st</sup> 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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Maintenance of Service books.

As name itself indicate the Service-Book contains record of all important events in the entire service of the employee at one place. It is a collection of the personal information of the employee duly verified and authenticated by the competent authorities. It is treated as authenticated permanent record of the employee. It is preserved even after the employee is out of service.

Format of Service-Book, prescribed by the State Government for their Employees has been adopted for all Teaching and Non-Teaching Employees. Responsibility of maintaining and updating entries in respect of pay, leave, increments, and other important service matters in the service-book rest with the concerned Institutions/ Offices. Every entry in the Service-book is required to be verified from authenticated documents and certified by the Head of the Institution/ Office or any officer who has been assigned the work of maintenance of Service Books.

First Page of the Service Book :

Following details shall be recorded on the first page of the service book after due verification of the original documents:-

1. Complete name of the employee (In case of female employees their changed name after Marriage)
2. Race :- Religion / Caste (with category of Backward Class)
3. Present residential address of the employee,
4. Father's/Husband's name and place of residence,
5. Date of Birth of the employee, (Authenticate document on the basis of which date of Birth is verified is required to be mentioned in space provided and it is to be certified with due attestation).
6. Height,
7. Identification marks,
8. A Educational qualification at the time of Appointment,  
B Educational qualification acquired after Appointment,
9. Date and signature of the employee,
10. Signature with date and designation of Head of Institution / Office or designated officer in support of verification of all entries and their certification.
11. Report of the Medical Examination,  
A Medical Certificate Number and date:

**B Name and Designation of the Medical Officer:**

Entries on the first page of the service book are to be again verified after every five years and if required to be updated the same with due attestations.

**Entries on Other Pages of the Service-BOOK**

Following details are required to be recorded in the remaining pages of 15 columns of the service book :-

1. Post of Appointment (designation) and pay scale(Pay Band and Grade Pay),
2. Nature of appointment, Permanent/Temporary/Officiating,
3. Date of joining the post/ duties,
4. Pay of the Officiating post (pay in pay-band)
5. Academic Grade Pay/ Grade Pay
6. Special Pay/ additional pay if any,
7. Date of Appointment /up gradation/ promotion/demotion or any change in officiation,
8. Signature of the employee,
9. Date of expiry of the tenure,
10. Continuation in the service and period of extension,
11. Date of relieving from duties / termination etc, after expiry of the tenure,
12. Signature with date and designation of Head of Institution / Office or designated officer in support of verification and certification of the entries.

**Other Entries to be taken in the service book :**

Entries in respect of following events/ occasions shall be taken in the service books.

1. Date of Increment and pay in pay band after drawal of increment,
2. Entries of pay fixation,
3. Drawal of annual increments, its postponement/ withholding/ date of releasing increment,
4. Granting of additional increments, if any,
5. Any changes / subsequent Pay-fixation if any during the service period,
6. Earned leave, Half Pay Leave, Commuted (Medical) Leave or Leave without Pay sanctioned/ enjoyed by the employee,
7. Continuation in service and period of continuation along with number and date of the order,
8. Number and date of the order of continuing service until further orders,
9. Any Examinations passed/ additional qualifications acquired during service period,
10. Nominations made by the employee for various benefits,
11. Employees Provident Fund Account number,

12. PAN Card number of the employee,
13. Options if any exercised by the employee,
14. Promotion /Up gradation / Transfer,
15. Transfer on Lien / Study Leave with period/ dates,
16. Actual date of return / re-joining duties after expiry of Lien/ Study leave.
17. Loans and Advances if any granted to the employees,
18. Training received (period and place of training/ institute),
19. Punishments / disciplinary action against the employee,
20. Any 'No Objection Certificate' given to the employee (no. and date of such letter/ order)
21. Any other important matter/ event in the service period of the employee.

#### **Entries in respect of Leave**

Some pages of 37 columns for calculation of availability, consumption and balance leave (Earned leave, Half Pay Leave etc) have been provided at the end part of the service book. As per existing rules, calculation and credit of Earned Leave and Half Pay Leave is to be calculated half yearly on every 1<sup>st</sup> day of January and July. Therefore calculation and updating of Leave record of the employees shall be done at least in the months of January and July every year. If employee enjoys leave in between, then deduction of availed leave to its credit and balance leave shall be done every time with due certification.

**Entry of no. of Leave Without Pay enjoyed shall be taken in red ink in the last column (col.no.37) in the leave account statement of the service book**

Verification of the service shall be done every year from the records and pay-bills and certificate to that effect shall be recorded on the last page of the service book.

#### **Transfer of the Service Book :-**

If any employee is transferred from one Institute/ College/ School /Campus to other place; his service-book duly completed with up to date entries shall also be transferred to respective Heads, where employee is transferred.

#### **Duplicate Service Book :-**

Duplicate copy of the service book with all updated entries shall be provided to every employee. The Duplicate copy of the service book shall also be updated periodically at least once in a year.

#### **Preservation :-**

The service book of the employee is a permanent record of the employee and shall be preserved for a period of five years beyond date of the superannuation / after expiry of the service of the employee.

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# 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.

Telefax : 020 2545 4008 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

**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 / 2011/105

Date: 01/06/2011

## CIRCULAR

**Subject: - Format of Bond to be submitted by the Employee proceeding on Study Leave (Leave Without Pay).**

Leave without Pay (Study leave) is granted to the Employees to undergo further study and acquire higher qualification to improve their career. It is in fact encouragement given to the employees with the expectation that Society should get benefit of his acquired knowledge after his return from study leave. To get this benefit Society has decided to obtain Bond from the employees proceeding on long study leave.

A format of the Bond for this purpose is prepared and enclosed herewith.

- Bond (in the prescribed format) on stamp paper of Rs. 100/-, dully filled in all respects along with signature of two sureties of at least equal status, shall be submitted by the employee, before proceeding on study leave.
- Employee proceeding on study leave for more than three months shall have to submit Bond in the prescribed format.
- Head of the Institute shall not relieve the employee on study leave unless the Bond is obtained from him.
- If an employee on study leave for less than three months, wants to extend leave beyond three months, he will have to submit such Bond. No extension of study leave shall be granted to him unless Bond duly completed in all respect is submitted.
- According to the condition in the bond, employee shall have to serve Sinhgad Technical Education Society at least for three years after return from study leave.
- 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.

P.T.O/-





..2..

Directors / Principals of all Institutes/ Colleges are hereby instructed to follow above instructions scrupulously and preserve 'Bond' in original in their safe custody till Employee Complete Bond period as per agreement after his return to the duty.

(Prof. M.N. Navale)  
President

Encl.: Format of Bond

1. All Directors, Sinhgad Technical Education Society.
2. Directors / Principals of All Institutes / Colleges / Polytechnics.
3. Dean, Smt. Kashibai Navale Medical College & General Hospital, Narhe.
4. Chief Executive Officers of all Campus.
5. Select file.

Copy to:

1. Founder Secretary, Sinhgad Technical Education Society.
2. Senior Assistant to President.

SINHGAD TECHNICAL EDUCATION SOCIETY.

**Bond to be submitted by the employee who has been granted Leave Without Pay /  
study leave in India or abroad**

I the undersigned ..... resident of .....  
in the District of ..... at present employed as ..... in the  
Department/Office of ..... (hereinafter called "the obligor") do hereby  
severally bind myself to pay to the Sinhgad Technical Education Society, Pune on demand the  
sum as will be decided by the Management together with interest thereon from the date of  
demand at Prevailing Bank rates for the time being in force on loans or, if the payment is made  
in a country other than India the equivalent of the said amount ANDTOGETHER with all costs  
between attorney and client and all charges and expenses that shall or may have been incurred by  
the Sinhgad Technical Education Society, Pune (hereinafter called Society).

WHEREAS the Leave without Pay for . . . . . years/months/days has been granted to me  
for a period . . . / . . . /20 . . . . . to . . . / . . /20 . . . . . in order to enable me to study at . . . . .

AND WHEREAS the Society has to make substitute arrangement to perform the duties  
during the period of my absence due to Leave Without Pay; (Study Leave) for the above said  
period.

AND WHEREAS for the better protection of the Society the obligor has agreed to  
execute this bond with two sureties with such condition as hereunder written;

**Signed and delivered by the obligor  
above- named Mr./Mrs.**

Date ;

Signed in the presence of . .

Witnesses            1

2

We (I) Mr./Mrs. ....

And (II) Mr./Mrs. ....

Do hereby agree to pay forthwith to the Society on demand the said sum as decided by the Management together with interest thereon, in equal proportion from the date of demand, at Prevailing Bank rates for the time being in force on loans, failing obligor to rejoin the position held by him/her and serve the Society after rejoining for such period not exceeding a period of Three years after the expiry of the period of Leave Without Pay / study leave or refusing to serve the Society in any other capacity as may be required by the Society.

Signed and dated this ..... day ..... two thousand ..... and .....

Signed and delivered by the surety (I) above-named Mr./Mrs. Address :

Signed and delivered by the surety (II) above-named Mr./Mrs. Address :

..... in the presence of ..... (Name) (Signature) (Address)

Witnesses 1 2

Accepted,

for and on behalf of the Sinhgad Technical Education Society. (To be signed by the Head of the Institute / College)

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# 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.

☎ : (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

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

## CIRCULAR

STES/2019-20/4392

30.01.2020

### **Terms and Conditions for Transfer of the Employees to Institutes / Colleges within the same Trust and also run by Associate Trusts**

Prescribing guidelines for easy deployment of teaching and non-teaching employees to various Institutes / Colleges within STES and its Associate Trusts (SPSPM, Kamlapur; SSPM, Kondhapuri and SYCSPM, Mumbai) was under consideration of the Management some time past. It has also become necessary to have such guidelines to effect periodical transfers of teaching as well as non-teaching employees in consonance with the terms and conditions in their Appointment Orders and in the larger interest of students.

Management of STES has now decided to frame following general guidelines for Periodical Transfer of services of the employees of the Colleges within the STES and to the Associate Trusts (Savitribai Phule Shikshan Prasarak Mandal, Kamalapur, Shrinath Shikshan Prasarak Mandal, Kondhapuri, Yashwantrao Chavan Shikshan Prasarak Mandal, Mumbai) or other Organizations, retaining their lien (if required) on the posts in their parent Institute / College. In addition to this, other trusts which are members of Sinhgad Technical Education Society are Flora Education Society, Dattakala Shikshan Prasarak Mandal, Matrix Education Foundation, Adarsh Education Society etc.

No deviation from these guidelines shall be permissible, without prior and specific approval of the President; Sinhgad Technical Education Society, Pune.

1. Every employee appointed in the services of STES or in the services of Associate Trusts is liable for transfer to other Institutes / Colleges in accordance with the condition mentioned in his / her Appointment Order. Accordingly, employee after completion of

total three years' service in one Institute / College shall be liable for transfer to other Institute / College / Campus.

**2. Period of Transfer: -**

(a) Generally transfer of any employee to Colleges / Institutes in Associate Trusts / Societies will be initially for one year / one academic year. Period of transfer can be extended further, depending up on the need of the Institute / College convenience and requirement of the Trust / Society. The transfer shall be in any of the Institutes / Colleges under the aegis of the Transferee Trust or any other Institute / College within the Transferor Trust

However there shall be no such limit fixed for duration of transfer in the Colleges / Institutes within the same Trust.

(b) Maximum period of the transfer from one Trust to other Trust at one time shall not exceed three years.

**3. Commencement of Transfer : -**

Transfer shall commence from the date on which Employee hands over charge of his post / duties after completion of relieving formalities such as "No Dues" etc. as per instructions, given in the transfer order.

4. The Management reserves right to recall employee at any time before expiry of the period of transfer, if his / her services are required by the Institute / College.
5. It shall be open to the borrowing College in Associate Trust to repatriate the employee to the parent Trust / establishment if his / her services are not required for that College. One month prior intimation for such repatriation shall be given to Management by the concerned College. The President shall take decision on such matters by giving hearing to the concerned employee.
6. **Lien** : Lien of the employee if acquired on his / her officiating post / position on the establishment of Institute / College in parent Trust shall be protected during the period of his / her transfer to the borrowing colleges.
7. **Pay** : During period of transfer the employee shall get same amount of pay as per his / her last pay drawn in earlier officiation and allowances as per rates admissible in transferred college / institute, however date of annual increments shall remain same.

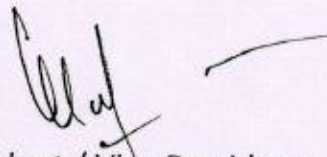


8. **Joining time pay and transfer travelling allowance :** Pay and allowances including travelling allowance for the joining duties at the transferred post and reversion shall be paid by the borrowing Institute / College / Trust to whom employee is transferred. The allowances shall be as per rules if he / she shifts his / her residence to the location of transferee institution.
9. **Travelling allowance :** Travelling and Daily allowance according to the relevant rules for the journeys undertaken for joining duties at transferred post shall be admissible to the employee and shall be paid by the transferred College.
10. **Leave :** Employee while on transfer will be governed by the leave rules of Trust / Society. Balance leave earned prior to transfer and during period of transfer shall also be credited to his / her leave account and admissible to him / her even on his reversion to parent establishment.  
He / she can enjoy leave admissible at the transferred post in accordance with the leave rules only with prior approval from respective leave sanctioning authority.
11. **Employees Provident Fund subscription :** The employee if he / she is already a member of the Employees Provident Fund, shall continue to subscribe to Fund even on transfer in accordance with the relevant rules.
12. **Gratuity :** The employee shall continue to get benefit of calculation of total service for gratuity spent while on transfer.
13. **During the period of transfer, if he / she is eligible for contributory PF as per the Act, amount of Employer's contribution towards E.P.F and Gratuity shall be paid to the respective authorities by the transferred Institute / Trust under intimation to Director (Finance) of Sinhgad Technical Education Society, Pune.**
14. Associate Trust shall consult the Management of STES if it is proposed to permanently absorb the STES employees in their services.
15. On repatriation, Employee can be posted in any one of the Institute / College in the available vacancy and position in as per convenience and need of the Trust / Society.



16. For all purpose, transfer of employee from one Trust to other Associate Trust shall be treated as 'deputation'.
17. Transfer or Placing services of the employee from one institute to other Institute or from one Campus to other campus within the Trust / Society it shall be treated as internal transfer. In such cases all service benefits of the employee shall remain unaffected.
18. (a) Maximum period of officiation at one place shall be three years.  
(b) Every employee shall be eligible for transfer to equivalent or available post in other College / Institute / Office after completion of officiation for three years.  
(c) However there shall be no bar in transferring employee before completion of three years officiation at one place in case of administrative exigencies, convenience or for the reason to be recorded for his / her premature transfer.  
(d) Transfer of the employee can be effected any time during the year / academic year, depending on the circumstances.
19. The employee who has completed minimum three years' service in his / her parent institute shall be eligible for transfer. However after considering academic conditions and other performance, administration if insist for the retention of the employees, the same shall be considered by the Management.
20. Employee after upgradation in pay / post or on promotion shall be liable for transfer to other College / institute.
21. Since condition of 'Transfer' is already incorporated in the Appointment Orders and since employee has accepted the terms and conditions of appointment while joining duties, no advance intimation about transfer from one place to other would be necessary.
22. Management may consider request from employee for change in transfer order on genuine grounds supported by sufficient evidences. However such individual cases would be considered only on merits and administrative convenience.
23. President, in deserving cases reserves right to retain employee in the same Institute / College for two terms of three years each or till his / her upgradation / promotion.

24. Management, at its discretion can consider transfer of any employee from any Trust / Society / Associate or other Trusts or any other organizations.
25. The forced transfers are possible in case of the glaring situation or report given by the HOD or Principal / Director of parent institution, the transfer shall be immediate, however the decision of President or Secretary shall be final.
26. In case of misconduct or strained relations with peons, superiors or subordinates or misbehavior with students, the Management shall transfer the employee on urgent basis if the Principal / Director submit report to that effect.
27. In case of poor performance transfers to associated trusts on same cadre / lower cadre also possible.
28. In case of gross negligence of the duties, punitive transfers in the same or lower cadre or any other cadre which the President or Secretary feels it fits, the same will be done immediately.
29. President, reserves right to interpret; change or modify any of above terms and conditions to decide any doubt / matter if occasion arise, depending on merits in individual matter.
30. Above guidelines in respect of transfers within Trust and to other Associate Trust shall come into force with immediate effect and shall be considered as Transfer Policy for all employees in STES / SPSPM / SSPM and SYCSPM etc.



President / Vice President

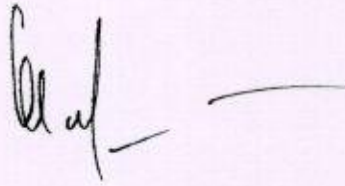
To,

1. Principals / Directors / Dean of Schools, Colleges, Institutes of STES, Pune, SPSPM, Kamalapur, SYCSPM, Mumbai, SSPM, Kondhapuri
2. Campus Directors of STES, Pune, SPSPM, Kamalapur, SYCSPM, Mumbai, SSPM, Kondhapuri.



Copies to :

- (1) Secretary, Sinhgad Technical Education Society, Pune
- (2) Vice President (Admn.), Technical Education Society, Pune
- (3) Vice President (HR), Technical Education Society, Pune
- (4) Director (Finance) Technical Education Society, Pune
- (5) Director (Education), Technical Education Society, Pune
- (6) CAO (Personnel), Technical Education Society, Pune

A handwritten signature in black ink, consisting of stylized cursive letters followed by a horizontal line.



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

(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

**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.

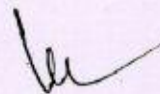
*He*

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.

*JK*



**PROF. M. N. NAVALE**  
M E (Elect.) MIE, MBA  
Founder President

**DR. (MRS.) SUNANDA M. NAVALE**  
B A, MPM, Ph D  
Founder Secretary

**DR. M. S. GAIKWAD**  
M E, Ph D (Electronics Engg.)  
Principal

## The Institution has a prescribed code of conduct for students

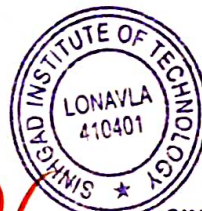
### I. Important Notice

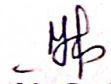
- Books & Syllabus are available in library.
- Practical write-ups are available with the respective faculty member.
- First week formalities
  1. Students shall collect library cards & identity card from library.
  2. Students shall fill up eligibility forms as per the schedule to be notified after completion of admission process.
  3. Time table will be displayed on the departmental Notice Board.

### II. General rules

Every student of the College shall conduct himself/herself in a disciplined manner both inside and outside the college and campus. He/She is expected to strictly adhere to the rules and regulations of the college

- Ragging/harassment in any form is banned in the college and campus.
- The college timing will be from 8.30.a.m. to 5.00.p.m.
- The college will not work on Saturday & Sunday. However activities would be conducted as per the requirement of the department.
- No student shall come late or leave earlier than college time and must follow time table strictly.
- Students must put-on college I-Card everyday, failing to do so will invite disciplinary action.
- Mobile phones should be switched off during lecture hour and on 'Silent mode' in the Institute premises.
- Student should park their vehicles in the student parking space only.
- Use of Internet for the purpose other than academic related activities is banned.
- Students should read the notice board everyday.
- Smoking and use of alcohol/drugs strictly prohibited within the campus.
- Students shall not cause damage of property or financial loss to the college. In the event the college suffers any damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss.
- Writing on class room walls, desk, benches, door, toilet wall or pasting of posters on the wall are strictly banned.
- Students should not play or indulge in any activity in open air theatre.
- Minimum 75 % attendance for theory & 100 % practical classes is mandatory, failing which; students shall be detained for University Examinations.



  
**(Dr. M. S. Gaikwad)**  
PRINCIPAL

SINHGAD INSTITUTE OF TECHNOLOGY  
Kusgaon (BK.), Lonavala-410401  
of Academic Excellence

*Celebrating 25 Years*



# SINHGAD INSTITUTE OF TECHNOLOGY

(Affiliated to Savitribai Phule Pune University & Approved by AICTE, NBA, NAAC)

Sinhgad Institutes Gat No. 309/310, Kusgaon (BK.), Off Mumbai - Pune Express way, Lonavala, Dist Pune - 410 401.

**PROF. M. N. NAVALE**  
M E (Elect.) MIE MBA  
Founder President

**DR. (MRS.) SUNANDA M. NAVALE**  
B A, MPM, Ph D  
Founder Secretary

**DR. M. S. GAIKWAD**  
M E, Ph D (Electronics Engg.)  
Principal

- In case of bonafied reasons, the HoD, Teacher Guardian should be informed well in advance for the leaves .
- Students have to follow the apron code during workshop practical hours.
- For the practical, students must have with them the requirement specified by the lab.incharge.
- Discarding papers ,plastic & similar materials in the campus or corridor is strictly prohibited. The rules for disposal of waste papers ,plastic, etc. are laid down which must be strictly followed.
- Though there is no dress code for the students, decent and presentable attire is expected on all official occasions including annual function, placement related programmes, Invited Talks, industrial visit, exam period etc. Students should come to the class room in a decent and presentable attire
- Students shall be given home assignment by respective teachers which will be considered as an integral part of continuous assessment.
- Attendance for Invited talk ,Industrial visit (if any) are compulsory .
- Students will have to undergo one medical examination as per SPPU procedure.
- Students are neither allowed to sit on the steps, fence walls or loiter in the corridor & campus nor sit in the canteen during college hours.
- Loud talking near & around Principal's cabin, HoD Cabin ,Library & staff room is not allowed.
- Each semester there will be one Insem examination for the theory each of thirty marks by SPPU and internal examinations by the college. However, for Internal examinations separate time table would be notified in advance.
- The passing percentage for theory and practical is 40%.
- In sem + End semester exam = Total marks in each subject head = 30+70 = 100 for syllabus pattern 2015,2019.
- Individual passing in Practical & Theory is compulsory.
- Students with a certified journal along with Term Grant certificate will only be eligible for practical/Oral/Term work/Project ,etc. examination.
- Any kind of unfair means during practical & theory examination is prohibited.
- Mock examination will be conducted during regular schedule of the respective subject slot as per time table.
- For any problem, Query students shall contact to respective Teacher Guardian , Class Teacher, HoD.

In matter of academic discipline, the decision of the Principal will be final.

  
**Principal**  
**(Dr. M. S. Gaikwad)**  
**PRINCIPAL**

SINHGAD INSTITUTE OF TECHNOLOGY  
Kusgaon (Bk.), Lonavala-410401



*Celebrating 25 Years* of Academic Excellence





Sinhgad Institutes

**SINHGAD TECHNICAL EDUCATION SOCIETY'S**

# **BOYS' AND GIRLS' HOSTELS**

**Lonavala**

Phone No. : (02114) 304345



**BOYS' HOSTEL COMMITTEE****Lonavala**

1.	Prof. M. N. Navale	Chairman
2.	Dr. (Mrs.) Sunanda M. Navale	Secretary
3.	Mrs. Rachana Navale Ashtekar	Vice-President ( Admin)
4.	Mr. Rohit M. Navale	Vice-President ( HR)
5.	Dr. A. V. Deshpande	Registrar
6.	Dr. M. S. Gaikwad	Campus Director
7.	Dr. Sachin Borgave	Director, SIBACA
8.	Dr. M. S. Rohakale	Principal, SKNSITS
9.	Dr. R. N. Kane	Principal, SIPS
10.	Mrs. Ayesha Siddiqui	Principal, SIHMCT
11.	Dr. (Mrs.) Urmila V. Patil	Principal, NBNCO
12.	Dr. S. B. Desai	Principal, SKNCOET / Chief Rector
13.	Mr. P. T. Jadhav	Resident /Administrative Officer
14.	Mr. Anil R. Kamlapure	Sports Director
15.	Mr. R. A. Jagtap	Warden/Sports Teacher
16.	Mr. T. S. Vasekar	Warden/Sports Teacher
17.	Mr. J. R. Rajage	Warden/Sports Teacher
18.	Mr. R. N. Bansode	Warden/Sports Teacher
19.	Mr. P. M. Landage	Warden/Sports Teacher
20.	Mr. R. A. Patil	Warden/Sports Teacher
21.	Mr. D. V. Ingole	Warden/Sports Teacher
22.	Mr. S. A. Bankar	Warden
23.	Mr. A. L. Mhetre	Warden
24.	Mr. Y. B. Wasekar	Warden

BOYS' HOSTEL COMMITTEE

GIRLS' HOSTEL COMMITTEE

**GIRLS' HOSTEL COMMITTEE****Lonavala**

1.	Prof. M. N. Navale	Chairman
2.	Dr. (Mrs.) Sunanda M. Navale	Secretary
3.	Mrs. Rachana Navale Ashtekar	Vice-President ( Admin)
4.	Mr. Rohit M. Navale	Vice-President ( HR)
5.	Dr. A. V. Deshpande	Registrar
6.	Dr. M. S. Gaikwad	Campus Director
7.	Dr. Sachin Borgave	Director, SIBACA
8.	Dr. M. S. Rohakale	Principal, SKNSITS
9.	Dr. R. N. Kane	Principal, SIPS
10.	Mrs. Ayesha Siddiqui	Principal, SIHMCT
11.	Dr. (Mrs.) Urmila V. Patil	Principal, NBNCO
12.	Dr. S. B. Desai	Principal, SKNCOET / Chief Rector
13.	Mr. P. T. Jadhav	Resident /Administrative Officer
14.	Mrs. S. A. Ghodke	Warden
15.	Mrs. Sawari A. Mali	Warden



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S

# BOYS' & GIRLS' HOSTEL

## Brochure & Application Form

Sinhgad Technical Education Society was established on 12th August 1993 under the able and dynamic leadership of Prof. M. N. Navale. His vast experience in the field of education has been instrumental in establishing a vast network of Educational Technical Institutions.

The Society provides excellent educational and training facilities in the field of professional education like Engineering, Management, Medical, Dental, Nursing, Physiotherapy, Pharmacy, Architecture, Polytechnic, Teachers Education, Computer Science, Schools etc. All the Institutes under the umbrella of the Society are approved by the All India Council for Technical Education and /or by Government of Maharashtra and affiliated to and / or recognized by the Savitribai Phule Pune University. It is meticulously ensured that every institute meets all the norms and standards laid down by the statutory apex bodies.

The Society has eminent personalities from all related field and their rich experience and ideas contribute to build the institutions, The Society has provided highly educated and experienced faculty in its institutions. All required equipment, library books and journals are procured as and when required by the institutes. Every institute has its own computer of latest configuration.



## AMENITIES

The Hostels have self-contained 3-Bedded, 4-Bedded rooms with attached bathroom and toilets, Students are provided with basic amenities like bed. Cupboard, rack, table, chair, provision for hot water and all other usual fittings like ceiling fan, tube lights etc. Parents can have direct access to their wards. The rooms are spacious, airy, illuminated and the buildings are surrounded by landscape with greenery. A recreation hall with facilities of games such as carom, table tennis, etc. is available for the good use of their leisure time. Clean and potable drinking water facility is available in the all hostels.

The Computer Centre and the libraries of the institutes are kept open for the use of the residents of the hostels. Besides, students can avail of the facilities provided in the sports centre and the cultural centre. The campus also has a swimming pool, full size cricket, football and hockey ground. It also has a running / jogging track and skating rink, open air theatre. Cafeteria's with Indian food, stationery shops, coffee / juice café's, laundry shop, fast food centres etc. Campus is under surveillance with CCTV and 24 Hours security for hostel.



# HOSTEL CHARGES

## 1. DETAILS OF HOSTEL FEES & OTHER CHARGES

Sr. No.	Particulars	Fees
a.	Prospectus & Admission fee	Rs. 1000/-
b.	Hostel Rent	Rs. 23000/-
c.	Maintenance Charges (Including electricity & water charges)	Rs. 6000/-
d.	HOSTEL DEPOSIT (Refundable)	Rs. 5000/-
e.	MESS CHARGES	Rs. 20000/-
<b>TOTAL</b>		<b>Rs. 55000/-</b>

## 2. DETAILS OF HOSTEL FEES & OTHER CHARGES (DORMITORY)

Sr. No.	Particulars	Fees
a.	Prospectus & Admission fee	Rs. 1000/-
b.	Hostel Rent	Rs. 6400/-
c.	Maintenance Charges (Including electricity & water charges)	Rs. 5600/-
d.	HOSTEL DEPOSIT (Refundable)	Rs. 1000/-
e.	MESS CHARGES	Rs. 20000/-
<b>Total</b>		<b>Rs. 34000 /-</b>

## 5. DETAILS OF HOSTEL FEES & OTHER CHARGES (Three days in a week )

Sr. No.	Particulars	Fees
a.	Prospectus & Admission fee	Rs. 1000/-
b.	Hostel Rent	Rs. 6000/-
c.	Maintenance Charges (Including electricity & water charges)	Rs. 3000/-
d.	HOSTEL DEPOSIT (Refundable)	Rs. 5000/-
e.	MESS CHARGES	Rs. 10000/-
<b>Total</b>		<b>Rs. 25000 /-</b>

## 3. DETAILS OF ONE SEMESTER REGULAR HOSTEL FEES & OTHER CHARGES (FOR HMCT, MCA III & M. Pharmacy II YEAR STUDENTS)

Sr. No.	Particulars	Fees
a.	Prospectus & Admission fee	Rs. 1000/-
b.	Hostel Rent	Rs. 14000/-
c.	Maintenance Charges (Including electricity & water charges)	Rs. 3000/-
d.	MESS CHARGES	Rs. 10000/-
<b>TOTAL</b>		<b>Rs. 28000/-</b>

## 4. DETAILS OF ONE SEMESTER DORMITORIES FEES & OTHER CHARGES (FOR HMCT & MCA III YEAR STUDENTS) (DORMITORY)

Sr. No.	Particulars	Fees
a.	Prospectus & Admission fee	Rs. 1000/-
b.	Hostel Rent	Rs. 5400/-
c.	Maintenance Charges (Including electricity & water charges)	Rs. 2600/-
d.	MESS CHARGES	Rs. 10000/-
<b>TOTAL</b>		<b>Rs. 19000/-</b>

Note: A student shall not be admitted to the hostel unless he pays full charges of the hostel. The mess facility to the student starts on payment of fees. Hostel fees once paid shall not be refunded. However, the hostel security deposit shall be refunded when the student leaves the college/institute and generally in the month of July every year after adjustment of breakage charges, if any. The hostel charges and mess charges would be refunded after adjustment, when the student of first year engineering cancels his/her admission by virtue of admissions elsewhere in medical/engineering, etc. on production of proof.

## RULES OF STAY

- Each student shall be responsible for the furniture and electrical fittings provided in his/her room. Before proceeding home during vacations or while vacating the hostel upon his/her completion of one year, each resident should get the electrical fittings and other fittings of his/her room checked by the hostel warden and hand over charge to him/her. For the students whose applications are accepted for hostel admission of the next year, arrangements to keep his/her belongings at safe place shall be made centrally in the hostel before leaving for home.
- Shouting, loud singing, playing and loitering in corridors is strictly prohibited.
- Affixing of photos, wall-paper, indecent posters, stickers on the walls and glass panel is strictly prohibited.
- Use of electrical appliances like heater, immersion water heater, hot coil, drier etc. is strictly prohibited in campus. The campus committee may debar such defaulting student from hostel.
- Students are advised not to form separate groups, arrange short tours or picnics, site-seeing etc, such activities shall not be allowed by the warden/rector.
- Students should obey the instructions given by the concerned staff member on duty.
- Students participating in any competition viz, cultural activities, sports etc and who are required to go out of the hostel for more than a day, should produce a letter to the effect from the head of their institution, to the warden before he leaves the hostel.
- If the student is found irregular in attendance at the theory and practical classes and so reported by the concerned head of the institution, he/she would be asked to vacate the hostel immediately and his/her deposit and fees will be refunded.
- Strict silence should be observed in the hostel premises.
- The reading hall, library facilities as well as computer facilities shall be made available to the students upto 12.00 midnight, students are expected to take the advantage of the facilities provided by the Society. Students availing this facility, are required to make an entry in the register maintained at the hostel.
- After the closure of the academic year, students must vacate the hostel within 48 hours of end of the examination to go to their native places. However, if a student desires to go to any other place, he / she should accordingly make an entry of his / her destination, approximate period of stay, full address and other details about his / her whereabouts in the register.
- In case of damage to any building, furniture and fixture or other hostel property by misuse/neglect, the cost of repairing and/or replacement will be recovered from the student(s) known to be immediately responsible, but, if the person(s) causing the damage are unknown, the cost can be recovered equally from all the residents of the hostel.
- Hostel residents are not permitted to invite anyone into the hostel premises or keep anyone overnight under any circumstances. Defaulters shall be immediately expelled from the hostel.
- Any association, active or passive, by any hostel resident with any unlawful organization, consumption of alcohol, drugs or any other intoxicant by whatsoever name or possession of any kind

of ammunition or weapon of assault or any other illegal possession by whatsoever name called is strictly prohibited.

- All hostel residents shall strictly adhere to the mess and other timings (i.e. of entry, exit etc.) of the hostel as may be prescribed from time to time.
- Hostel residents are not permitted to cook any food in the hostel building.
- All hostel residents shall pay the hostel fees as prescribed from time to time and within the period specified. Putting up a notice on the notice board of the hostel or at the STES shall be considered adequate for the information of all concerned. No separate communication shall be sent to any hostel resident.
- No hostel resident is permitted to entertain any visitor without the consent of the caretaker in any other room of the hostel other than the recreation room.
- Hostel residents are forbidden to engage any person within the hostel or outside to carry out personal services.
- Every hostel resident entering/leaving the hostel is necessarily required to enter his/her time of entry/exit in the register maintained at hostel entrance/office.
- All residents should keep their rooms in a clean and orderly manner at all times.
- It is obligatory for every hostel resident to seek prior permission from the warden/ faculty in-charge for leaving station during the period the STES is functioning (including the weekend or any other holiday) and even when the college is closed for vacation.
- Students are required to submit his/her request at least 2 days in advance to the warden of the hostel in prescribed form. The warden in-charge will verify request from the student's parent/guardian before permitting the students this will be endorsed by the warden on the respective student's application. In case a warden of the hostel is not satisfied with the authenticity of the tele-conversation with the parents/ guardians, a SMS or email would be requested before allowing the student to leave hostel.
- In case of a student not filling the night out form and he / she staying out in the night, then it will be considered as misbehavior and students and parents will be responsible for this.
- The hostel committee may at its discretion appoint one or more residents of the hostel to serve as a coordinating link between the caretaker and the residents.
- The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- Students should bring to the notice of the warden about maintenance work. (civil, plumbing, carpentry and electrical), will be carried out in their rooms.
- Students should co-operate in carrying out maintenance work and vacate their rooms completely when the hostel management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation.
- The students should not screen pirated/ unauthorized/ unlicensed/ obscene material in their computers and common rooms. Any violation will be dealt severely. Authorities will decide punishment for the same.

- The resident shall not move any furniture from its allotted place and should not damage them in anyway. If any additional items other than common items issue to the hostel in a room, the occupant of the room shall hand over them to the warden, failing which he/she will be charged a penal rent as decided by the warden.
- The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- The residents are required to sign a hostel undertaking form, a copy of which is given as in case of any damage; the cost and a fine amount proportional to the damage shall be levied by the hostel management.
- Employing unauthorized persons from outside for personal work such as washing clothes, etc., is not permitted.
- Any student who is found to be indulging in ragging immoral activities /drug abuse/undesirable activities such as physical assault, damage to property, etc., he/she will be brought before the disciplinary committee of the STES and shall be liable to the following punishments:-
  - Expulsion/ rustication from hostel/college.
  - A record of his / her misconduct will be made in the personal file.
  - The cost of damage will be fully recovered from him / her together with penalty.
  - He / she will also be fined commensurate to the offence committed.
  - The privilege of appearing for campus interviews will be denied.
  - No recommendations will be given to him / her for studies abroad.
- When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.
- Students admitted to the hostel shall on the first day of admission fill the personal details form available with the warden/in charge and in case of change of permanent address or any other detail. He/She shall inform the authorities immediately.
- Violation of any of the rules and regulations stated hereinabove or as may be framed subsequently from time to time, shall invite strict disciplinary action. In case of expulsion from the hostel/university, under such circumstances, the student shall not be eligible to claim any refund of any fee paid by him/her.

### **MESS FACILITY**

- The hostel mess provides wholesome and nutritious food to the inmate's lunch and dinner in a neat and hygienic manner. The dining hall, kitchen, cooking utensils and serving utensils are properly cleaned regularly before and after use. The warden personally inspects all arrangements daily. The food served will be strictly vegetarian.
- Lunch and dinner will be provided in the mess every day, but on Sunday only lunch will be provided.
- A committee will be formed whose job will be to keep a close watch on the quality of food served to the inmates every day.



This committee would include:

- 1) Non Resident Hostel In-charge.
- 2) Wardens.
- 3) Student Representatives.

## MESS RULES

- The mess is compulsory for all Hostel Students.
- The mess timings are as follows and the students should strictly adhere to these timings (subject to change in consultation with mess committee from time to time)
 

Boys	Girls
Lunch: 11:00 am to 2.00 pm	Lunch: 11:00 am to 2.00 pm
Dinner: 7:30 am to 10.00 pm	Dinner: 7:30 am to 9.00 pm
- The system of self service will be followed in all the messes.
- The quantity of food will be unlimited except in the case of special items.
- Any absence of a student from the mess exceeding 24 hours, advance intimation must be given by the student to the hostel manager / caterer in the prescribed form so as to regulate the supply of provisions even though the student is not eligible for mess charge reduction.
- Students proceeding on medical leave from the campus should produce medical Certificate issued by the Campus Medical Officer at the time of their leaving.
- Students other than the mess committee members are not permitted to enter in to the kitchen or store room of the mess on any account.
- Students are not permitted to cook any food on their own, in the messes or in their rooms.
- No food will be served in the rooms of the hostel for any student unless a certificate is produced from the College Medical Officer to the effect that the students' condition requires the food to be served in their rooms.
- All diners shall interact with the mess staff in the dining hall in a courteous manner.
- After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.

## HOUSE KEEPING

- Students should observe cleanliness and keep the room clean and fresh. The toilet blocks, basins and rooms are regularly cleaned by the sweeper on duty. If the students find any dirt on sanitary wares etc. they should immediately report it to the office clerk / warden
- Cleanliness will be maintained in the hostel premises at all time. The executive housekeeper will regularly visit the hostel and see that proper cleaning standards are maintained. Meetings will be arranged at least once a month with the non resident member hostel in-charge, matron / warden and housekeeper in order to look into any problem or give suggestions on improvement.

## MEDICAL AID

- Primary medical health checkup facility is available in the Campus.
- Any hostel residents, who are suffering from a serious communicable disease or any ailment, which requires constant medical attention, may have to vacate the premises unconditionally and immediately on having knowledge of the disease/ailment, so as not to endanger other inmates
- However, in case of any medical emergency that may require hospitalization, the student will be moved to the nearest hospital and the local guardian / parent shall be informed accordingly. In such a situation, all medical and other expenses of the treatment / well being of the student shall be payable by the respective parent.

## EMERGENCY AID

- In the event of an emergency, like fire, theft, housebreak, electricity/ water failure, etc., the resident warden has all the necessary telephone numbers for contacting the appropriate agencies/ offices.

## SECURITY

- The hostel has 24 hours security arrangement with a fully trained security guard at the main entrance and round-the-clock vigil & around the hostel.
- The warden maintains record of the boarder's exit and entry as well as visitor's timings in register.
- All the students in the Campus should produce their college identity card /hostel card/ library card for verification by security personnel/authorities while entering the Campus. Visitors should register their name and purpose of visit in entry register while entering the Campus. Defaulters shall be dealt with prevailing rules and regulations.
- Student shall not be allowed to enter into hostel after 10:00 pm for Boy's and 9:00 pm for Girl's. Students may be permitted to enter late with prior permission from the warden/rector.

## VISITORS

- No female visitor will be allowed entry into the boy's hostel. Similarly no male visitor shall be allowed to enter girl's hostel. Only such visitor(s) will be allowed to meet a resident if his/her name has been submitted by the resident's parents /guardian as an approved visitor.
- Every visitor entering the hostel must necessarily fill and sign the visitors' book kept with the warden. Every hostel resident is to ensure that her visitor has complied with this requirement.
- All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's entry register available at the hostel entrance with the warden.

## COLLECTIVE RESPONSIBILITIES

- Maintaining good condition of hostel property will be the collective responsibility of all the residents. If the students who caused the damage could not be identified, the common breakage shall be

imposed.

- Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- Residents will be personally responsible for the safety of their belongings.
- Residents are duly bound to report to the Warden/Matron in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- Students not having valid driving licence should not drive vehicle. Residents are required to park the cycles/scooters only in the space provided for them in an orderly manner.
- Students should not arrange any functions or meeting within the hostel or outside or within the Campus without specific permission of the chief rector. When any function is allowed, the warden of the Hostel shall always be present throughout the function.
- The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as laptop, mobile phone, gold ornaments etc. and lock the room even when they are out for a short period. The STES will not be responsible for the loss of money or other valuables. The guardian should ensure that students follows this rule strictly and explain to him/her the risk involved in handling money.
- Parents should avoid providing two/ four wheelersto the students unless required.
- Any case of theft it should be reported promptly to the hostel in charge. The jurisdiction of STES is confined to the campus/hostel premises. If our students create law and order problems outside the campus/hostel premises, they are answerable to the police.

### **LIMITED LIABILITY**

- It must be expressly understood that the STES or its employees shall not be held r esponsible in any manner whatsoever in case of any injury and/or loss of life or belongings of any hostel residents due to theft, burglary, fire, riot or any natural calamity or any other circumstances whatsoever.

### **COMMITTEES**

- In order to facilitate the smooth functioning of the Hostel a number of committees would be framed every year wherein the Residents of the hostel will be able to play an active role in helping the authorities run the hostel effectively. These committees shall have monthly meetings so that the system is managed in an effective manner. The committees are listed hereunder:
  - Sports Committee
  - Cultural Committee
  - Maintenance Committee
  - Food Committee

As members, these committees would include:

- Non Resident Hostel In-charge
- Warden / Matron
- Two Student Representatives

### **RIGHTS OF HOSTEL MANAGEMENT**

- Any breach of these rules will invite an enquiry that will be conducted by the hostel management. If the student is found guilty, then the hostel management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- These rules have been framed by concerned authorities of STES are subject to alteration/modification/review at the exclusive discretion of the Board of Management of the STES, either in part or whole, at anytime hereafter. Such amendments, alterations, modification, additions, deletion, if any shall be binding from the date of their notification by the Board of Management.

### **COMPLAINTS AND SUGGESTIONS**

- Any hostel resident who may have a complaint / suggestion of any kind may record the same in the book provided for the purpose which shall be kept with the caretaker. The warden will take up the case with the Hostel In-charge at the earliest who will take proper action in the matter.
- In case of complaint is not attended despite providing a reasonable time period, the complaint may be submitted in writing to the rector.
- All suggestions for improvement shall be placed before the hostel committee and depending on their reasonableness, if approved by the said committee in the interest of all concerned, they shall be implemented.
- Warden / hostel clerk will be available in the Hostel from 09:00 am to 11:00 pm.

### **RAGGING**

- The management of the hostel shall strictly curb any activity leading to ragging. Fighting teasing, abusing each other. Strict action will be taken against defaulters, under the Maharashtra Prohibition of Ragging Prevention Act 1999. Attention of the students / Parents is drawn to the special Annexure on "The Rules of Prohibiting Ragging"
- For further details please visit to web site & fill the specific form and submit it to respective hostel warden/clerk.
- Link for anti ragging undertaking form: [https://antiragging.in/Site/Affidavits\\_registration\\_form.aspx](https://antiragging.in/Site/Affidavits_registration_form.aspx)

# RULES & GUIDELINES FOR REFUND OF HOSTEL FEE & HOSTEL DEPOSIT

## DETAILS OF HOSTEL FEES & OTHER CHARGES

Sr. No.	Particulars	Fees
a.	Prospectus & Admission fee	Rs. 1000/-
b.	Hostel Rent	Rs. 23000/-
c.	Maintenance Charges (Including electricity & water charges)	Rs. 6000/-
d.	HOSTEL DEPOSIT (Refundable)	Rs. 5000/-
e.	MESS CHARGES	Rs. 20000/-
	<b>TOTAL</b>	<b>Rs. 55000/-</b>

## RULES OF REFUND

Sr. No.	Reason	REFUNDABLE AMOUNT(S)			
		Hostel Rent	Maintenance Charges	Mess Charges	Hostel Deposit
1.	Hostel Charges paid but not stayed for a single day and applied for refund within 30 days from hostel admission date.	Rs.23000/-	Rs.6000/-	Rs.20000/-	Rs.5000/-
2.	Hostel Charges paid but not stayed for a Single day and applied for refund after 30 days from hoste admission date	Rs.21080/- (one month charges deducted)	Rs.5500/- (one month charges deducted)	Rs.18000/- (one month charges deducted)	Rs.5000/-
3.	Student Vacating Hostel For Following Valid reasons- (a) Cancellation of college Admission / Change of college (b) Placement through campus interview (c) Student who failed	Rs.1920/-p.m. will be deducted for actual stay deducted for actual stay	Rs.500/-p.m. will be deducted for actual stay deducted for actual stay	Rs.2000/-p.m. will be deducted for actual stay deducted for actual stay	Rs.5000/-
4.	Without above valid Reasons/ Wants to stay outside:- student vacating Hostel on completion of staying period of 01 Month & below (upto 01 month)	I)Rs.1920/-p.m.will be deducted for actual stay deducted for acutal stay & II) 30% deducted from remaining amount	I)Rs.500/-p.m.will be deducted for actual stay deducted for acutal stay & II) 30% deducted from remaining amount	I)Rs.2000/-p.m.will be deducted for actual stay deducted for actual stay	Rs.5000/-
5.	without above valid Reasons/ Wants to stay outside:- student vacating Hostel after completion of staying period of 01 Month & below (above 01 month).	I)Rs.1920/-p.m.will be deducted for actual stay & II) 50% deducted from remaining amount	I) Rs.500/-p.m.will be deducted for actual stay & II) 50% deducted from remaining amount	I)Rs.2000/-p.m.will be deducted for actual stay	Rs.5000/-
6.	student vacating Hostel on Medical Ground	I)Rs.1920/-p.m.will be deducted for actual stay & II) 15% deducted from remaining amount	I) Rs.500/-p.m.will be deducted for actual stay & II) 15% deducted from remaining amount	I)Rs.2000/-p.m.will be deducted for actual stay	Rs.5000/-
7.	student vacating Hostel after 06 months stay	NIL	NIL	NIL	Rs.5000/-

## GUIDELINES

### Medical Cases

- Medical Documents showing suffering diagnosis must be certified by Registered Doctors/Hospital authorities.
- Further these documents will be evaluated by Sinhgad Hostel Committee.
- The Committee will decide genuineness of the medical case. i.e. genuine medical reason or non genuine medical reason.
- Genuine medical reason will be treated as valid reason for refund on Medical Ground.
- Non genuine medical reason will be treated as leaving of hostel without valid reason and refund will be done as mentioned for invalid reasons.
- In any case the charges mentioned at 1(a) will not be refunded.
- Charges at 1(b) & 1(c) are for 12 months i.e. Rs.2420/-p m.
- Charges at 1(e) are for 10 months i.e. Rs 2000/- p m.
- Hostel security Deposit at 1 (d) will be refunded after deduction of the following:-  
Breakage charges of Rs 100/- & Fine charges, if any.
- Hostel leaving form will be submitted in hostel office within April to June every year and security deposit will be refunded within July to September every year, there after refunds will be paid from July to September in next academic year only.
- No payment will be made between January to May of every year.
- Deposit will not be refunded after three years from hostel leaving date.
- Rs 500/- will be fined in absence of original hostel admission receipt(Not for Deposit Receipt)

**All Hostel authorities are hereby directed to ensure strict adherence & implementation of the rules and Guidelines.**

## HOSTEL NO DUES PROCESS

After completion of exams the students are normally expected to leave for their native place. However it is necessary for the students to complete their NO DUES process before leaving the hostel.

The process of No Dues is as follows: -

1. After completion of exams the students should take the NO DUES form from the hostel warden / hostel clerk.
2. Take Signature of Hostel Warden / Hostel Clerk.
3. Take Signature from respective mess.
4. Take signature of Hostel Accountant.
5. Submit the hostel "I D" card at the estate hostel office and take signature of the clerk.
6. Take signature of the Chief Rector.
7. Make 2 Xerox of the No Dues Certificate.

- Original copy must be compulsorily submitted to the Hostel Warden / Clerk. The luggage of the student will be submitted to the Wardens/Clerk only on depositing the No Dues copy to wardens.
- First Photocopy must be submitted to the Main Security Gate.
- Second Photocopy must be kept with the student for future Communication.

**NOTE:**

- Without NO DUES student fine is Rs. 500/-
- Duplicate NO DUES Student fine is Rs. 200/-

All the students should follow the instruction and complete their No Dues before leaving.

## REFUND OF HOSTEL SECURITY DEPOSIT

### APPLICATION PROCESS

- 1) Apply for refund after completion of the course or leaving from college.
- 2) Take APPLICATION FORM from HOSTEL ACCOUNT section.
- 3) On that APPLICATION FORM take a signature of your College Accountant and Principal on front side of the application form. And back side write your Permanent Address with your mobile number and bank account detail.
- 4) Attach:- a) Original security Deposit Receipt/Affidavit and b) Xerox copy of current year Hostel No Dues Certificate.

After all above process submit same to Hostel Account Section and take counter slip for future communication regarding deposit status.



## Annexure

# THE RULES OF PROHIBITING RAGGING

HIGHER AND TECHNICAL EDUCATION DEPARTMENT  
Mantralaya Annex, Mumbai 400 032, dated the 19th May 1999

### NOTIFICATION

#### **MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999.**

No. Sankirna. 1098/(133/98)/UNI-3. In exercise of the powers conferred by sub-section (2) of section 1 of the Maharashtra Prohibition of Ragging act, 1999 (Mah. XXXIII of 1999), the Government of Maharashtra hereby appoints the 1st day of June 1999 to be the date on which the said Act shall come into force.

By order and in the name of the Governor of Maharashtra,

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V. P. Raja,  
Secretary to Government.

In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999), is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra,

PRATIMA UMARJI,  
Secretary to Government,  
Law and Judiciary Department.

#### **MAHARASHTRA ACT NO. No. XXXIII OF 1999.**

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette" on the 15th May 1999.)

An Act to prohibit ragging in educational institutions in the State of Maharashtra.

WHEREAS it is expedient to enact a special law to prohibit ragging in educational institutions in the State of Maharashtra. It is hereby enacted in the Fiftieth Year of the Republic of India as follows :

(1) **Short title and commencement**

- (a) This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.
- (b) It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

(2) **Definitions**

In this Act, unless the context otherwise requires

- (a) "educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto;
- (b) "head of the educational institution" means the Vice-Chancellor of the University, dean of Medical Faculty, Director of the Institution or the Principal, headmaster or the person responsible for the management of the educational institution;



(C) "ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes.

- (i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
- (ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

(3) **Prohibition of ragging**

Ragging within or outside of any educational institution is prohibited.

(4) **Penalty for ragging**

Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any education institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

(5) **Dismissal of student**

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

(6) **Suspension of student**

- (1) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.
- (2) Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.
- (3) The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final.

(7) **Deemed abetment**

If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.

Power to make rules

- (8) (1) The State Government may, by notification in the Official Gazette, amend rules for carrying out all or any of the purposes of this Act.
- (2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before each House of the State Legislature, while it is in session for total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notify such decision in the Official Gazette, the rule shall from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.



Cricket Winner team with coaches



Prize distribution ceremony with the hands off Mr. Kiran more (Cricket Runner-up)



Prize distribution ceremony with the hands off Mr. Kiran more (Cricket Winner)



Basketball



Lawn Tennis



Football



Sports Complex



Cricket Practice Wickets



Cricket Ground



Cricket Practice Ground



Sinhgad sports center inauguration ceremony with the hands off Mr. Pravin Amre



Swimming Pool

Dear Mom & Dad,

How are you? And how's Preeti? And the rest? Healthy and happy I hope. It's now over two months since I have joined my college. It's a very different experience. Staying away from home for such a long time. I have made many friends. Of course, a couple of my hostel mates are quite close to me. We've a wonderful time together. In both good and bad times.

My studies are progressing on track. The faculty here is really good and more importantly give personal attention. The lodging and boarding facilities are excellent. The food is good and has a lot of variety throughout the week. The rooms are clean neat and spacious. We've good sports and gym facilities at the hostel and also in the campus. The atmosphere is very casual and relaxing. All my initial anxiety has vanished after the homely treatment I have received from all concerned.

All in all my experience is very good. You don't need to worry about me. After all. I am staying in a home away from home. Give my love and regards to everyone at home. I shall remain in regular touch, don't worry.

Love to everyone,  
Sonu



# Our Family

The Educational Institutes under the aegis of STE Society:

## Vadgaon (Bk) Campus, Pune

- Sinhgad Spring Dale Public School (Residential)-Primary
- Sinhgad Spring Dale Public School (Residential)-Secondary
- Sinhgad Spring Dale Public School ( Day ) - CBSE
- Sinhgad College of Engineering
- Smt. Kashibai Navale College of Engineering
- Sinhgad College of Pharmacy
- Sinhgad College of Pharmacy (Polytechnic)
- Sinhgad College of Architecture
- Sinhgad Institute of Interior Design & Decoration
- Sinhgad Institute of Management
- Sinhgad Dental College & Hospital

## Ambegaon (Bk) Campus, Pune

- Sinhgad Spring Dale School ( Pre-Primary)
- Sinhgad Spring Dale School ( Primary)
- Sinhgad Spring Dale School ( Secondary)
- Sinhgad College of Arts, Science & Commerce (JR.)
- Sinhgad College of Science
- Sou Venutai Chavan Polytechnic
- Smt. Kashibai Navale Sinhgad School of Business Management
- Sinhgad Law College
- NBN Sinhgad School of Engineering
- NBN Sinhgad School of Management Studies (MBA)
- NBN Sinhgad School of Computer Studies (MCA )
- Smt. Kashibai Navale College of Architecture

## Narhe Campus, Pune

- Sinhgad College of Arts, Science & Commerce (JR.)
- Sinhgad College of Arts & Commerce
- Sinhgad Institute of Management & Computer Application
- Sinhgad Institute of Pharmacy
- Smt. Kashibai Navale General Hospital
- Smt. Kashibai Navale Medical College
- Smt. Kashibai Navale College of Physiotherapy
- Sinhgad College of Nursing
- Sinhgad Institute of Technology & Science
- Sinhgad School of Business Studies

## Lonavala Campus, Pune

- Sinhgad Public School (Residential & Day) - CBSE
- Sinhgad Institute of Pharmaceutical Sciences
- Sinhgad Institute of Hotel Management & Catering Technology
- Smt. Kashibai Navale College of Education & Training (B.Ed.)
- Nivrutti Babaji Navale College of Commerce
- Sinhgad Institute of Business Administration & Computer Application
- Sinhgad Institute of Technology
- SKN Sinhgad Institute of Technology & Science

## Kondhwa ( Bk ) Campus, Pune

- Sinhgad City School - ( Pre-Primary )
- Sinhgad City School - ( Primary )
- Sinhgad City School - ( Secondary )
- Sinhgad College of Arts, Science & Commerce (Jr. College)
- Sinhgad College of Commerce
- Sinhgad Institute of Business Administration & Research
- Sinhgad Academy of Engineering
- Smt. Kashibai Navale College of Pharmacy

## Erandwane Campus, Pune

- Sinhgad Spring Dale School ( Pre-Primary )
- Sinhgad Spring Dale School ( Primary )
- Sinhgad Spring Dale School ( Secondary )
- Smt.Kashibai Navale College of Commerce
- Sinhgad School of Gemmology and Jewellery Designing
- Sinhgad Institute of Aviation, Hospitality Management
- Sinhgad Business School
- Sinhgad International Student Center

## Warje Campus, Pune

- RMD Sinhgad School of Engineering
- RMD Sinhgad School of Computer Studies (MCA)
- RMD Sinhgad School of Management Studies (MBA)
- RMD Sinhgad Spring Dale School