

# SINHGAD TECHNICAL EDUCATION SOCIETY®

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



Sinhgad Institutes

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B.A., MPM, Ph.D.  
FOUNDER SECRETARY

STES/FIN/2022-23/7

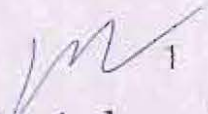
28.04.2022

## CIRCULAR

**Subject: Revision of Pay Scale as per VII<sup>th</sup> Pay Commissions Pay Structure**

- Reference:** 1. Government of Maharashtra Higher and Technical Education Department  
Notification No. वेतन-२०१९/प्र.क्र. १०५/१९/वि.शि./१ dated 7<sup>th</sup>  
September, 2019.
2. Government of Maharashtra Higher and Technical Education Department  
Government Resolution No. सावेआ. ११११/प्र.क्र./४४/१९/ता. शि.-२ dated  
11<sup>th</sup> September, 2019 (Two GRs: One for Polytechnic and another for  
Degree colleges).
3. Government of Maharashtra Medical Education and Drugs Department  
Government Resolution no. Pay/2019/CR-3/19/Vaisev-2/dated 13<sup>th</sup>  
September, 2019.
4. Government of Maharashtra Education & Sports Department  
Government Resolution No. वेतन-१२१९/प्र.क्र. १९/१९/टिएनटी-३ dated  
22<sup>nd</sup> February, 2019.

The Government of Maharashtra has introduced the Revised Pay Scale as per VII<sup>th</sup> Pay Commission to its employees w. e. f. 01.01.2016 as per the above GRs and Government Notification; copies of which are enclosed herewith for ready reference and further necessary action.

  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





STES has also decided to revise the Pay Scales of all employees working in various institutions under the control of STES as per VII<sup>th</sup> Pay Commission scales adopted by the State Government.

For implementing the above Resolutions and Government Notification for Teaching and Non-Teaching Employees of STES, STES following guidelines shall be followed:

**1. Fixation of Pay as on 01.01.2016 and 01.04.2022**

The guidelines for implementation of the provisions of VII<sup>th</sup> pay commission are enclosed herewith.

**Effective Date:** The effective date of implementation of the Revised Pay scales (VII<sup>th</sup> Pay) will be 1<sup>st</sup> April, 2022. Though fixation will be made as on 01.01.2016 and notional yearly increments will be considered to arrive at the pay to be fixed as on 01.04.2022, the difference of arrears for the period from 01.01.2016 to 31.03.2022 will not be paid. Hence the exercise of fixation is to be carried out only in respect of the employees drawing salaries as per VI<sup>th</sup> Pay Commission and who are in service as on 01.04.2022. The exercise is also not required to be carried out in respect of employees who are drawing Consolidated Pay as on 01.04.2022.

2. Proforma in which Revised Pay is to be fixed under various circumstances will be separately circulated by Finance Department of the Corporate Office.
3. Undertaking for recovery of excess payment, if any, is required to be obtained from each employee for which also the format will be separately circulated by Finance Department of the Corporate Office.
4. The rates of the allowances, such as Dearness Allowance, House Rent Allowance, Non-Practicing Allowance etc. will be communicated separately.
5. The instructions given in the above Government G.R. should strictly be followed. The Provisions which are not applicable to STES employees shall be ignored.
6. The Internal Auditors who were working with us have been specifically given an assignment to give training to the concerned staff regarding implementation of the revised pay scales and to verify the fixation made as on 01.04.2022.
7. The Pay Fixation in Revised Pay structure (in VII<sup>th</sup> Pay) should be done by the concerned Head of the Institute/College in the Proforma to be circulated. The same will be signed by the following persons:-

2  
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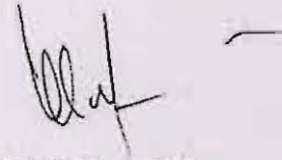


- a. The person who has prepared it.
- b. The person who has verified it. (The Heads of the Institutes will specify the persons who will verify the same).
- c. Head of the Institute
- d. The Audit Team which has been specifically assigned this job.

After completion of exercise, the copies of the same will be kept in:-

- a. Personal file with the institute
  - b. Personal file with the H. R. Section in the Corporate Office
  - c. Accounts Branch of the institute
8. Entries in respect of fixation as on 01.04.2022 and undertaking as per (3) above shall be endorsed in the Service Books of the employees. The same will be authenticated by the designated authorities of the institutes and will be duly verified by the Audit Team also.

All are instructed to immediately commence the exercise of pay fixation as on 01.04.2022. All the Heads of the Institutes/ Colleges/ Schools are hereby instructed to bring these orders to the notice of all the teaching & non-teaching staff working under them.



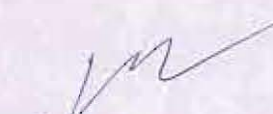
(M. N. Navale)  
Founder President

To,

1. Directors of all Institutes of STES.
2. Principals of all Institutes of STES.

Copy for information to:

1. Founder Secretary, STE Society, Vadgaon (Bk.), Pune
2. Vice President (Admin), STE Society, Pune
3. Vice President (HR), STE Society, Pune
4. Director (Finance), STE Society, Pune
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6. Select file



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3



**Guidelines for implementation of Revised Pay Structure (VII<sup>th</sup> Pay)**

1. The present system of Pay i.e. Pay in Pay Band + Academic Grade Pay/ Grade Pay has now been dispensed after implementation of with new system of Pay Matrix.
2. Fitment Tables of Pay in Pay Matrix which are to be utilized are enclosed herewith separately for teaching and non-teaching staff.

After drawing the annual increment, increase in the Pay will be as per figures in immediate next ascending cell.

Every year after getting increment "Cell Number" will change upward.

After getting promotion "Level" of employee will change:

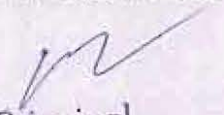
**3. Pay Fixation :**

For the purpose of VII Pay Commission the employee on payroll as on 01.04.2022 will be broadly divided into two categories viz.

- a. Employees who have joined STES before 01.01.2016
- b. Employees who have joined STES on or after 01.01.2016

The procedure of pay fixation is explained for above two categories are explained below:-

- a. **In respect of employees existing as on 31.12.2015:** Initially, Basic Pay (i.e. Pay in Pay Band + Grade Pay/ Academic Grade Pay) as on 01.01.2016 in the existing pay structure (i.e. VI<sup>th</sup> Pay Commission) is to be considered for fixation of pay in the Revised Pay structure i.e. Pay Matrix as on 01.01.2016. Then by adding annual increments from 01.07.2016 to 01.04.2022 as per fitment table. Revised Pay as on 01.04.2022 will be fixed.
- b. **In respect of employees who stagnated in the existing scale as on 31.12.2015:** If the pay in Unrevised Pay Structure (i.e. in VI<sup>th</sup> Pay ) is stagnated on 01.01.2016, one additional increment shall be added for every two years of stagnation and then Revised Pay in Pay Matrix as on 01.01.2016 shall be fixed.
- c. **In respect of all employees:** If advance increments are given to the employee between 01.01.2016 to 01.04.2022, the revised pay matrix in the new scale as on the date of granting additional increments will be suitably increased by jumping to the next cells equivalent to number of additional increments sanctioned.

  
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For fixation of Pay in Pay Matrix as on 01.01.2016, the Pay i.e. Pay in Pay Band + AGP / GP in pre-revised structure (i.e. VI<sup>th</sup> Pay Commission) as on 31.12.2015 shall be multiplied by a factor of 2.57.

The figure so arrived at is it to be located in the "Level" Corresponding to employees Pay Band and AGP/GP in the New Pay Matrix.

If a "Cell" identical with figure so arrived at is available in the appropriate "Level", that "Cell" shall be the Revised Pay as on 01.01.2016, otherwise the next higher "Cell" in that "Level" shall be the Revised Pay as on 01.01.2016.

If the figure arrived at in this manner is less than the first "Cell" in that Level then the Revised Pay shall be first "Cell" of the Level.

**Illustration I:**

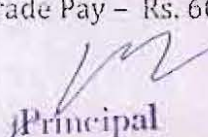
- i. Existing Pay Band - 5200-20200 (P.B. 1)
- ii. Existing Grade Pay - Rs.1900/-
- iii. Existing Pay in Pay Band Rs. 6350/-
- iv. Existing Basic Pay- Rs.8250/- (6350 + 1900) as on 01.01.2016.
- v. Pay after multiplication by a fitment factor 2.57  
 $8250 \times 2.57 = 21202.5$  i.e. 21203/- as on 01.01.2016.
- vi. Level corresponding to Grade Pay 1900 - Level - 6
- vii. Revised Pay in Pay Matrix - Rs.21700 (Cell - 4) as on 01.01.2016.

**Illustration - II**

- i. Existing Pay Band - 15600-39100/- (P.B.-3)
- ii. Existing Academic Grade Pay - Rs. 6000/-
- iii. Existing Pay in Pay Band - Rs. 15600/-
- iv. Existing Basic - Rs. 21600/- (Rs.15600 + 6000) as on 01.01.2016.
- v. Pay after multiplication by a fitment factor 2.57  
 $Rs.21600 \times 2.57 = Rs. 55512/-$
- vi. Level corresponding to Academic Grade Pay - Level - 10.
- vii. Revised Pay in Pay Matrix - 57700 (Cell -1) (Minimum of Level -10) as on 01.01.2016.

**Illustration - III**

- i. Existing Pay Band - 15600-39100/- (P.B.-3)
- ii. Existing Academic Grade Pay - Rs. 6000/-

  
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- iii. Existing Pay in Pay Band - Rs. 15600/-
- iv. Existing Basic - Rs. 21600/- (Rs.15600 + 6000) as on 01.01.2016.
- v. Pay after multiplication by a fitment factor 2.57  
 $\text{Rs.}21600 \times 2.57 = \text{Rs.} 55512/-$
- vi. Level corresponding to Academic Grade Pay - Level - 10.
- vii. Revised Pay in Pay Matrix - 57700 (Cell -1) (Minimum of Level -10) as on 01.01.2016.

If at the time of promotion, additional increments were given in the revised scale, identical / equivalent increments should also be considered at the time of fixation as per VIIth Pay commission.

#### **4. Annual Increments :**

The rate of annual increment in the Revised Pay structure is 3 %. However, there is no need to calculate increment manually. Instead, the figure shown in the immediate next cell of corresponding level shall be treated as pay with increment.

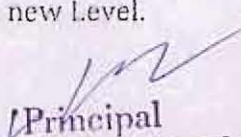
There shall be two dates for grant of increment such as 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of existing 1<sup>st</sup> July provided that, an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial upgradation.

Newly appointed /promoted employee between 2<sup>nd</sup> January to 1<sup>st</sup> July will be entitled annual increments on 1<sup>st</sup> January of next year and the employee appointed /promoted between 2<sup>nd</sup> July to 1<sup>st</sup> January will be entitled for annual increments on 1<sup>st</sup> July. Existing Employees as on 31.03.2022 will continue to draw increments as on 1<sup>st</sup> July only.

#### **5. Promotion :**

When an individual gets a promotion, his new Pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the employee shall be given one notional increment in his existing Level of Pay by moving him to the immediate next higher Cell in the same Level. The Pay shown in this Cell would be located in the corresponding new Level to the post to which he has been promoted. If a cell identical with that pay is available in the New Level, then that Cell shall be the new pay otherwise the next higher Cell in that Level shall be the new Pay of the employee. If the Pay arrived at in this manner is less than the first cell in the new Level, then the Pay shall be fixed at the first Cell of the new Level.

  
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### Illustration:

If an Accounts clerk is promoted as Accountant (promotion from Level S-7 to S-8).

- i. Existing Pay in Pay Matrix (As on the date of promotion) - Rs.21700/- (Level S-7 Cell-1)
- ii. Pay in Pay Matrix after adding one notional increment - Rs. 22400/- (Level S-7 Cell-2)
- iii. Identical figure in promotional post i.e. in Level S-8 - Rs. 25500/- (Level S-8 Cell -1) (Minimum of Level S-8)

### 6. Pay fixation in case of Direct Recruitment from 01.01.2016 onwards :

- a. **Where no additional increments were granted at the time of joining:**

The Pay of employees appointed by direct recruitment on or after 1<sup>st</sup> day of January, 2016 shall be fixed as per the first cell in the Level applicable to the post to which such employee is appointed.

#### Illustration:

If an employee is appointed as an Accountant - (Previous P.B. 2 - 5200-20200 - Grade Pay -2400/- Level S-8) then his pay shall be fixed in First Cell of Level S-8 - i.e. Rs. 25500/- (The initial pay will be Rs.25,500/-)

- b. **Where additional increments were granted at the time of joining :**

Firstly it is to be found out how many additional increments in the old scale were considered at the time of joining. Thereafter the pay as per (a) above will be increased by number of levels to the extent of additional increments granted.

#### Illustration:

If an employee is appointed as an Accountant - (Previous P.B. 2 - 5200-20200 - Grade Pay -2400/- Level S-8) with three additional increments at the time of joining itself, then his pay shall be initially fixed in First Cell of Level S-8 - i.e. Rs. 25500/- and thereafter the same will be increased by three cells as shown in the fitment table.

Pay at cell 1	Rs. 25500 (initial fixation)
Pay at cell 2	Rs. 26300 (for one increment)
Pay at Cell 3	Rs. 27100 (for two increments)
Pay at Cell 4	Rs. 27900 (for three increments)

Thus his pay will be fixed at Rs. 27900/-



*[Signature]*  
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Smt. Kashibai Navale  
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*[Signature]*



7. Other categories:

In respect of fixation of pay in case of employees who are demoted, brought on consolidated pay or who are not covered in any of the above categories will be done on case to case basis in consultation with the Audit Team.

8. Applicability of the Revised Pay Rules (VII<sup>th</sup> Pay) :

The provisions of 7<sup>th</sup> Pay Rules are not applicable to:

1. Part time employees/ Teachers on clock hour basis.
2. The employees appointed on daily wages.
3. The employees appointed on consolidated salary.



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A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke.

Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



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### **CIRCULAR : CASUAL/C.OFF/MEDICAL LEAVE/EARNED LEAVE**

It is hereby informed that, Casual Leave applied for the purpose of any 'Medical Reason' or with reason 'Not Feeling Well' will be sanctioned only on submission of a Medical Certificate from the authorized Registered Medical Practitioner / Doctor (MBBS)

It is therefore instructed to submit the application for Casual Leave or any other kind of leave in respect of any Medical Reason with such a Medical Certificate.

All heads of the Institutions are therefore instructed to note the same and disseminate the necessary information among all Teaching & Non-Teaching Staffs to adhere to the said instructions & to submit the application as directed.

**Note:- Leave Admin will be held responsible for non submission of such a medical certificate along with Casual/C.Off/Medical Leave/ Earned Leave**

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1 message

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To: Registrar SKNCOE <registrar.skncoe@sinhgad.edu>

Mon, Mar 7, 2022 at 11:02 AM

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From: Principal, NBNSOE <nbnsoe@sinhgad.edu>

Date: Wed, 2 Mar 2022 at 17:53

Subject: Fwd: Circular

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Cc: HOD IT <hodit.nbnsoe@sinhgad.edu>, HOD COMPUTER <hodcomp.nbnsoe@sinhgad.edu>, HOD ELECTRICAL <hodelect.nbnsoe@sinhgad.edu>, Makarand Jadhav NBNSOE-E&Tc

<hodentc.nbnsoe@sinhgad.edu>, Prof. Dinesh Burande HOD MECHANICAL <hodmech.nbnsoe@sinhgad.edu>, HOD FE <hodfe.nbnsoe@sinhgad.edu>, HOD - MBA <nbnssoms@sinhgad.edu>, REGISTRAR NBNSTIC <registrar.nbnstic@sinhgad.edu>

Dear All,

Kindly do the needful.

Best Regards,

Dr. Shivprasad P. Patil

Director/Principal,

Sinhgad Technical Education Society's

NBN Sinhgad Technical Institutes Campus

NBN Sinhgad School of Engineering,

Pune-411041

Maharashtra, INDIA

Ph- +9120 24355041/ +9120 24355042

"उत्तमपुरुषान् उत्तमाभियन्तु निर्मातुं कटीबद्धाः वयम्"

(We are committed to produce not only good engineers but good human beings, also.)

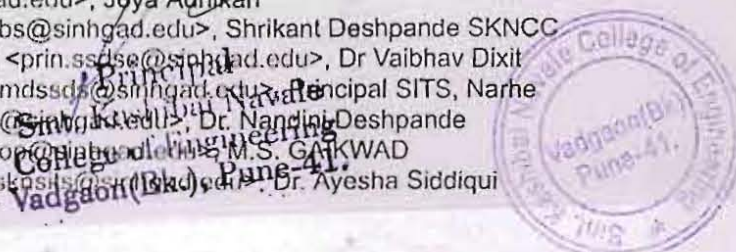
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Date: Wed, Mar 2, 2022 at 5:11 PM

Subject: Circular

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It is therefore instructed to submit the application for Casual Leave or any other kind of leave in respect of any Medical Reason with such a Medical Certificate.

All heads of the Institutions are therefore instructed to note the same and disseminate the necessary information among all Teaching & Non-Teaching Staffs to adhere to the said instructions & to submit the application as directed.

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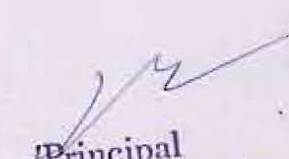
**Santosh D. Patole**  
Asst. Registrar  
STES's NBN Sinhgad Technical Institutes Campus  
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**Smt. Kashibai Navale**  
**College of Engineering**  
**Vadgaon(Bk.), Pune-41.**



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Sinhgad Institutes

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

STES/IAD/2020-2021/..7.9

DR. (MRS.) SUNANDA M. NAVALE  
B.A., MPM, Ph.D.  
FOUNDER SECRETARY  
Date : 05/01/2021

## CIRCULAR

**Subject :** Regarding proposals received for up-gradation in AGP/  
Promotion of the faculty members.

The Scrutiny Committee setup under Circular No STES/ IAD/ 2010-11/229/ 10-06-2010 to scrutinize above mentioned proposals has brought to the notice of the undersigned discrepancies in the proposals in respect of up-gradation of AGP/ Promotion to higher posts / increments for acquiring Ph.D. Some of such anomalies / discrepancies are highlighted below:-

1. Though we have circulated detailed instructions under Circular No. STES/ IAD/2010-11/229 dtd. 10-06-2010 and Circular No. STES/ Personnel/2012-13/146 dtd. 31/10/2012, incomplete/ half cooked proposals are submitted without any scrutiny at college level.
2. Norms of AICTE / UGC and state Government are not taken into consideration and Gradation of PAR for last three years is not mentioned by the Heads while forwarding the proposals. Requests from the faculty members are just forwarded to H.R. Section without verifying the documents.
3. No overall review of the existing strength in the cadre and requirement as per norms is taken by the college and necessity for promotion to higher post with reference to prescribed norms is not justified while forwarding individual proposals.
4. It is noticed in many cases that senior faculty members having more service experience and eligibility have been deprived and cases of junior faculty members are recommended for up gradation/ promotion.

For example, as per the provisions mentioned in Para.2 A 2 (a) (iii) of Govt. of Maharashtra Higher and Technical Education Department Resolution NO. SPC-2010/ (34/10)TE-2 dtd. 20/08/2010 the faculty members who are drawing AGP of Rs. 6,000/- for a period of five years can be considered for migration to AGP of Rs. 7,000/- subject to certain terms and conditions. However, it is noticed that the cases where the faculty has drawn AGP of Rs. 6,000/- for five years are not automatically taken up for review. This has resulted into many faculty members drawing their existing AGP's for number of years even though they are eligible for migration to higher AGP. Therefore, it has been decided to consider the cases, as far as possible, in accordance with the Common Seniority list.

Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





5. It is also been brought to the notice of the undersigned that faculty members who are officiates for more than 10 years in particular AGP and having acquired eligibility for up-gradation in AGP, their cases are not examined properly and put up to H.R. section for up gradation of AGP.

All the heads of institutes should note that giving weightage to selective faculty members and by depriving others from the legitimate benefits, discrimination and frustration is caused among others hampering academic excellence of the institute.

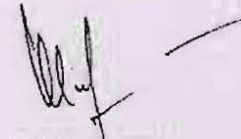
To overcome all these difficulties, it has now been decided to prepare common seniority list of all faculty members working in various colleges/Institutes subject wise (viz. Engineering; Management; Pharmacy; Architectures; Arts, Science, Commerce college under STES and associate trusts) and review will be taken with reference to norms prescribed by the statutory bodies in respect of Teaching staff for each of the college before considering any proposal for up-gradation of AGP within the same Pay Band or promotion to higher post; and to arrange deployment of required no. of faculty members to the Institutes/colleges to fulfill the norms in accordance with the Rules prescribed under Circular No. STES/ 2019-20/4392 dtd. 30/01/2020.

No individual proposal for up gradation/ promotion would be considered by H.R. section /Scrutiny Committee till above referred review is completed.

Henceforth proposals in respect of faculty members having regular approval of the University will only be considered.

All Heads of Institute / Colleges are, therefore, instructed initially to furnish information about all existing regularly appointed faculty members having regular approval of the University subject wise in the enclosed Proforma in excel sheet for preparation of common seniority lists.

Information in respect of ad-hoc faculty members appointed for one Academic year/ having ad-hoc approval is not required to be furnished.



M. N. Navale  
Founder President

To :

1. Directors of all Institutes of STES / SPSPM / SSPM / SYCSPM
2. Principals of all Institutes of STES / SPSPM / SSPM / SYCSPM

Copy of information to :

1. Founder Secretary, STE Society, Vadgaon (Bk.), Pune.
2. Vice President (Admin.), STE Society, Pune.
3. Vice President (HR), STE Society, Pune.
4. Director (Finance), STE Society, Pune.
5. Chief Administrative Officer (Personnel), STE Society, Pune.
6. Select File

2

Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





Information in respect of Asst. Professor, Associate Professor and Professor working in STES/SPSPM/SSPM/SYCSPM

Sr. No.	Name of Faculty With Employee Code No.	Present Designation	Educational Qualification	Date of first Appointment with designation	Date of Joining	Date of University Approval on regular basis w.e.f.	Continuous length in Service.	Pay in Pay Band & AGP at the time of Appointment	Further upgradation of AGP & with date if any	Present Pay in Pay Band & AGP	Whether Refresher courses completed as per AICTE/TEQUIP	Other refresher courses completed during the year	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
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Smt. Kashibai Navale  
Principal  
College of Engineering  
Vadgaon (Bk.), Pune-41.





# SINHGAD TECHNICAL EDUCATION SOCIETY

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



Sinhgad Institutes

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

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M.E. (Elect.) MIE., MBA.  
FOUNDER PRESIDENT

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

STES / 2020-21 / 3761

Date: 16/03/2021.

## Subject: Acquiring Higher Qualification

### CIRCULAR

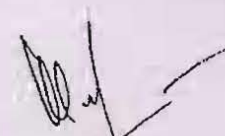
It has come to the notice of Management that proposals for promotion/up gradation/incentive to staff members for acquiring higher qualification are recommended by the Heads; without mentioning about permission of President for acquiring such qualification.

In this connection attention of all Heads of institutes/colleges/school is invited to conduct Rule No.11 already circulated under STES/Personnel//2011-12/456 dated 14-03-2012 which is re-produced below:

*"Rule 11; Acquiring Higher Qualification - Any Employee desiring to acquire higher qualification/ to attend classes or to do research work while in service or to continue his research work while in service or to continue his studies which have been taken in hands prior to his joining service; shall obtain permission of the President in writing for the same."*

The employees who have not obtained prior permission of President for higher studies/qualification and requesting for promotion/up gradation/incentive on the basis of acquired qualification shall be treated as violation of above mentioned conduct Rule. Therefore their request should not be recommendation for consideration to the President hence forth.

All Heads of institutes/colleges/school are therefore informed to ensure compliance of the provision in above mentioned Rule in the conduct Rules.

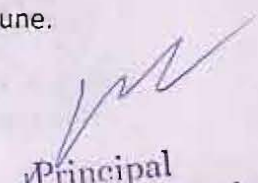
  
President / Vice President

To,

1. Secretary, Sinhgad Technical Education Society, Pune.

....2/-



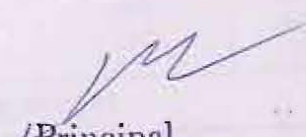
  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon (Bk.), Pune-41.



... 2 ...

2. Vice- President (HR), Sinhgad Technical Education Society, Pune.
3. Vice- President (Admin), Sinhgad Technical Education Society, Pune.
4. Trustee Member Mr. G.K. Shahani Sinhgad Technical Education Society, Pune.
5. Joint Secretary, Savitribai Phule Shikshan Prasarak Mandal, Kamlapur.
6. Campus Director, SYCSPM, Chandivali, Mumbai.
7. Campus Director, SSPM, Kondhapuri.
8. Director (Finance), Sinhgad Technical Education Society, Pune.
9. Director, Sinhgad Technical Education Society, Erandwane, Pune.
10. CAO (Personnel), Sinhgad Technical Education Society, Pune.
11. PRO, Sinhgad Technical Education Society, Pune.
12. Selected file.



  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



# SINHGAD TECHNICAL EDUCATION SOCIETY®

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



Sinhgad Institutes

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

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M.E. (ELECT.) MIE., MBA  
FOUNDER PRESIDENT

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

STES/2020-21/4166

17.05.2021

## CIRCULAR

**Sub : Appointment of Faculty Members on Ad-hoc basis for Academic Year 2021-22**

**Ref : (1) Circular No.STES/2020-21/4066 dt. 30.04.2021**

**(2) Circular No.STES/2020-21/3418 dt. 11.02.2021**

**(3) Circular No.STES/2018-19/6334 dt. 14.05.2019**

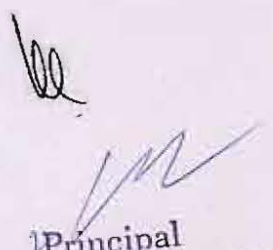
We have already issued instructions to all Heads of Institutes / Colleges for issuing Relieving Orders in respect of adhoc faculty members whose tenure is expiring at the end of Academic Year 2020-21 and / or on 31.05.2021, under Circular dated 30.04.2021.

Queries are being raised by some of the Colleges about procedure to be followed for appointment of faculty members on ad-hoc basis for next Academic Year / on-going educational activities beyond 31.05.2021. We hereby clarify that :

Every Heads of Institute / College should take review of the number of faculty members required to be appointed for next academic year on ad-hoc basis depending on number of students on roll.

Online interviews by the Local Selection Committee as formed under Circular dt. 14.05.2019 referred to above of the willing candidates to be carried out and list of selected candidates should be forwarded to the Head Office for issuance of orders of appointment.



  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



The Selection Committee and Schedule shall be as follows :

Name of Discipline	Date	Co-Ordinators for Conduction of Interview
Pharmacy	24.05.2021	Principal, SKNCOP, Kondhwa
Management and MCA	24.05.2021	Director, SIOM, Vadgaon
Engineering	24.05.2021	Principal, SCOE, Vadgaon & Principal, SIT, Lonavala
Science, Commerce and Others	24.05.2021	Principal, SCOS, Ambegaon
Hotel Management	24.05.2021	Principal, SIHMCT, Lonavala

The Heads of Institutes / Colleges are further instructed that while selecting the candidates for appointment, **their performance in last academic year shall be taken into consideration** and instructions issued in our Circular No.STES/2020-21/3418 dt. 11.02.2021 shall be scrupulously followed.

Recommendations for ad-hoc appointment for next academic year shall be submitted to Head Office by 25.05.2021 so as to enable us to issue their appointment orders before 31.05.2021.

Copies of Relieving Orders and Joining Reports of the faculty members should invariably be sent to H.R Section in Head Office.



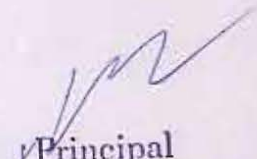
**President / Vice President**

To,

- (1) Founder Secretary, Sinhgad Technical Education Society, Pune
- (2) Vice President (Admn.), Sinhgad Technical Education Society, Pune
- (3) Vice President (HR), Sinhgad Technical Education Society, Pune
- (4) Principals / Directors of all Colleges / Institutes, STES, Pune
- (5) Select File



2

  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





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

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

STES/IAD/2021-22/10

27.08.2021

## C I R C U L A R - R e m i n d e r

**Sub : Proposals received for upgradation in AGP / Promotion of the faculty members**

**Ref : Our Circular No.STES/IAD/2020-2021/79 dt. 05.01.2021**

Attention of all Directors / Principals of Sinhgad Technical Education Society / Savitribai Phule Shikshan Prasarak Mandal / Shrinath Shikshan Prasarak Mandal and Shri Yashwantrao Chavan Shikshan Prasarak Mandal is invited to our Circular No.STES/IAD/2020-2021/79 dt. 05.01.2021 on the above subject under which information in the prescribed format was called for from all of you for preparation of Common Seniority List of the faculties. Copy of the said Circular is enclosed for ready reference.

However, it is noticed that in spite of these instructions and lapse of sufficient time, the information required has not been submitted to the Internal Audit Department till this date and hence the work of preparation of Common Seniority List is held up for a long time.

All Directors / Principals of Sinhgad Technical Education Society / Savitribai Phule Shikshan Prasarak Mandal / Shrinath Shikshan Prasarak Mandal and Shri Yashwantrao Chavan Shikshan Prasarak Mandal are therefore once again instructed to comply with the above referred Circular and to furnish required information on or before 10.09.2021 positively.

(M. N. Navale)  
President

To :

- (1) Directors of all Institutes of STES, SPSPM, SYCSPM and SSPM
- (2) Principal of all Colleges of STES, SPSPM, SYCSPM and SSPM
- (3) Campus Directors of all the Campuses of STES, SPSPM, SYCSPM and SSPM

Copy for information to :

- (1) Founder Secretary, STE Society, Vadgaon (Bk.), Pune - 411041
- (2) Vice President (Admin.), STE Society, Erandwane, Pune - 411004
- (3) Vice President (HR), STE Society, Erandwane, Pune - 411004
- (4) Chief Administrative Officer, STE Society, Erandwane, Pune - 411004
- (5) Select File



Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



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

DR. (MRS.) SUNANDA M. NAVALE  
B.A., MPM, Ph.D.  
FOUNDER SECRETARY  
Date : 05/01/2021

STES/IAD/2020-2021/..7.9

## CIRCULAR

**Subject : Regarding proposals received for up-gradation in AGP/  
Promotion of the faculty members.**

The Scrutiny Committee setup under Circular No STES/ IAD/ 2010-11/229/ 10-06-2010 to scrutinize above mentioned proposals has brought to the notice of the undersigned discrepancies in the proposals in respect of up-gradation of AGP/ Promotion to higher posts / increments for acquiring Ph.D. Some of such anomalies / discrepancies are highlighted below:-

1. Though we have circulated detailed instructions under Circular No. STES/ IAD/2010-11/229 dtd. 10-06-2010 and Circular No. STES/ Personnel/2012-13/146 dtd. 31/10/2012, incomplete/ half cooked proposals are submitted without any scrutiny at college level.
2. Norms of AICTE / UGC and state Government are not taken into consideration and Gradation of PAR for last three years is not mentioned by the Heads while forwarding the proposals. Requests from the faculty members are just forwarded to H.R. Section without verifying the documents.
3. No overall review of the existing strength in the cadre and requirement as per norms is taken by the college and necessity for promotion to higher post with reference to prescribed norms is not justified while forwarding individual proposals.
4. It is noticed in many cases that senior faculty members having more service experience and eligibility have been deprived and cases of junior faculty members are recommended for up gradation/ promotion.

For example, as per the provisions mentioned in Para.2 A 2 (a) (iii) of Govt. of Maharashtra Higher and Technical Education Department Resolution NO. SPC-2010/ (34/10)TE-2 dtd. 20/08/2010 the faculty members who are drawing AGP of Rs. 6,000/- for a period of five years can be considered for migration to AGP of Rs. 7,000/- subject to certain terms and conditions. However, it is noticed that the cases where the faculty has drawn AGP of Rs. 6,000/- for five years are not automatically taken up for review. This has resulted into many faculty members drawing their existing AGP's for number of years even though they are eligible for migration to higher AGP. Therefore, it has been decided to consider the cases, as far as possible, in accordance with the Common Seniority list.

1  
Principal  
Smt. Kashi Bai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41,





5. It is also been brought to the notice of the undersigned that faculty members who are officiates for more than 10 years in particular AGP and having acquired eligibility for up-gradation in AGP, their cases are not examined properly and put up to H.R. section for up gradation of AGP.

All the heads of institutes should note that giving weightage to selective faculty members and by depriving others from the legitimate benefits, discrimination and frustration is caused among others hampering academic excellence of the institute.

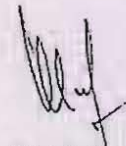
To overcome all these difficulties, it has now been decided to prepare common seniority list of all faculty members working in various colleges/Institutes subject wise (viz. Engineering; Management; Pharmacy; Architectures; Arts, Science, Commerce college under STES and associate trusts) and review will be taken with reference to norms prescribed by the statutory bodies in respect of Teaching staff for each of the college before considering any proposal for up-gradation of AGP within the same Pay Band or promotion to higher post; and to arrange deployment of required no. of faculty members to the Institutes/colleges to fulfill the norms in accordance with the Rules prescribed under Circular No. STES/ 2019-20/4392 dtd. 30/01/2020.

No individual proposal for up gradation/ promotion would be considered by H.R. section /Scrutiny Committee till above referred review is completed.

Henceforth proposals in respect of faculty members having regular approval of the University will only be considered.

All Heads of Institute / Colleges are, therefore, instructed initially to furnish information about all existing regularly appointed faculty members having regular approval of the University subject wise in the enclosed Proforma in excel sheet for preparation of common seniority lists.

Information in respect of ad-hoc faculty members appointed for one Academic year/ having ad-hoc approval is not required to be furnished.



M. N. Navale  
Founder President

To :

1. Directors of all Institutes of STES / SPSPM / SSPM / SYCSPM
2. Principals of all Institutes of STES / SPSPM / SSPM / SYCSPM

Copy of information to :

1. Founder Secretary, STE Society, Vadgaon (Bk.), Pune.
- ✓ 2. Vice President (Admin.), STE Society, Pune.
3. Vice President (HR), STE Society, Pune.
4. Director (Finance), STE Society, Pune.
5. Chief Administrative Officer (Personnel), STE Society, Pune.
6. Select File

2  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





Information in respect of Asst. Professor, Associate Professor and Professor working in STES/SPSPM/SSPM/SYCSPM

Sr. No.	Name of Faculty With Employee Code No.	Present Designation	Educational Qualification	Date of first Appointment with designation	Date of Joining	Date of University Approval on regular basis w.e.f	Continuous length in Service.	Pay in Pay Band & AGP at the time of Appointment	Further upgradation of AGP & with date if any	Present Pay in Pay Band & AGP	Whether Refresher courses completed as per AICTE/TEQUIP	Other refresher courses completed during the year	Remarks
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Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





## Admissibility of Leave and other benefits to newly appointed adhoc faculty members

1 message

HR Section <steshr@sinhgad.edu>

Tue, Jun 25, 2019 at 6:39 PM

To: Dr Sunanda Navale <secretary@sinhgad.edu>, Rachana Navale <rachanamnavale@sinhgad.edu>, Rohit Navale <navale.rohitm@sinhgad.edu>, SCOE Vadgaon <principal.scoe@sinhgad.edu>, SKNCOE Vadgaon <principal.skncoe@sinhgad.edu>, NBN Engineering <principal.nbnscoe@sinhgad.edu>, SITS Narhe <principal\_sits@sinhgad.edu>, Principal RMDSSOE <principal\_rmdscoe@sinhgad.edu>, SAE Kondhwa <saeprincipal@sinhgad.edu>, SIT Lonavala <principal\_sit@sinhgad.edu>, SKNSITS Lonavala <principal.sknsits@sinhgad.edu>, SVCP Ambegaon <principal\_svcp@sinhgad.edu>, SIOM Vadgaon <director\_siom@sinhgad.edu>, SIOM MCA <directormca\_siom@sinhgad.edu>, "Dr. Vijaya Puranik" <director\_sbs@sinhgad.edu>, SKNSSBM Ambegaon <director\_sknsbm@sinhgad.edu>, Director SIMCA-MBA <director\_mba\_simca@sinhgad.edu>, "Dr. Shivaji Mundhe" <director\_mca\_simca@sinhgad.edu>, SIBAR MBA <director\_sibar@sinhgad.edu>, Netra Patil <netra.patil@sinhgad.edu>, SIBACA MBA <director\_sibaca@sinhgad.edu>, SCOP Vadgaon <principal.scop@sinhgad.edu>, SIOP Narhe <principal.siop@sinhgad.edu>, "Dr. S. D. Sawant" <skncop@sinhgad.edu>, SIPS Lonavala <principal\_sips@sinhgad.edu>, "Dr. Sampada Joshi" <principal\_scoac@sinhgad.edu>, SCOS Ambegaon <principal.scos@sinhgad.edu>, SCOC Kondhwa <principal.scoc@sinhgad.edu>, SKNCC Karve Road <principal.sknc@sinhgad.edu>, Principal NBNCOC <principal.nbncoc@sinhgad.edu>, Law College Ambegaon <principal\_slc@sinhgad.edu>, SCOA Architecture <principal.scoa@sinhgad.edu>, Principal Skncoa <principal.skncoa@sinhgad.edu>, Dr Shivaji Desai <prin.skncet\_uop@sinhgad.edu>

Respected Sir / Madam,


Please find the attached Circular regarding 'Admissibility of Leave and other benefits to newly appointed adhoc faculty members' for the academic year 2019-20.

Thanks & Regards,

Chief Admin. Officer,  
Personnel Section,  
STES, Karve Road,  
Pune 411 004  
020-25316004

Sinhgad Technical Education Society | www.sinhgad.edu

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 Leave and other benefits for adhoc.pdf  
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Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





# SINHGAD TECHNICAL EDUCATION SOCIETY

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



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M.E. (Elect.) MIE., MBA.  
FOUNDER PRESIDENT

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

STES/2019-20/776

25.06.2019

## C I R C U L A R


**Subject : Regarding admissibility of Leave and other benefits to the newly appointed adhoc faculty members**

The Faculty Members who were appointed on adhoc basis and whose period of adhoc approval also expired were relieved from services of Sinhgad Technical Education Society at the end of academic year 2018-19 i.e w.e.f. 31.05.2019.

Relieved faculty members who desired to join services of Sinhgad Technical Education Society again for next academic year had applied for fresh appointment and were interviewed by Local Selection Committee. Selected candidates have been appointed with fresh Appointment Order for the academic year 2019-20.

Queries regarding admissibility of leave / vacation etc. to these newly adhoc appointed faculty members have raised by some of the Colleges / Institutes. To have uniformity in consonance with the leave rules of the Society, it is hereby clarified that:

- Since they are appointed on adhoc basis with fresh Appointment Order for 1 academic year, these faculty members will be eligible for 15 days C.L. during the entire academic year 2019-20 as per University guidelines. Same can be sanctioned to them proportionately during the academic year.
- Since it is fresh appointment, they will not be entitled for any other leaves except Half Pay Leave which they will have to earn as per provisions in Leave Rules.
- Their vacation would be as per University Rules and in accordance with the Leave Rules and Note No.STES/2018-19/6216 dt.07.05.2019.
- They will not be entitled for any other benefits of previous service rendered by them on adhoc capacity.

  
**Principal**  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



...2/-



.. 2 ..


All Heads of Institutions are therefore informed to circulate above guidelines to all concerned to avoid any mis-interpretation of rules while sanctioning leave.



**President / Vice President**

Copy to :

- (1) Founder Secretary, Sinhgad Technical Education Society, Pune
- (2) Vice President (Admn.), Sinhgad Technical Education Society, Pune
- (3) Vice President (HR), Sinhgad Technical Education Society, Pune
- (4) All Principals / Directors (Engineering Colleges / Pharmacy Colleges / Sr. Colleges / Management Institutes / Hotel Management) of Sinhgad Technical Education Society
- (5) Chief Administrative Officer (Personnel), Sinhgad Technical Education Society, Pune
- (6) Select File

**Principal**  
**Smt. Kashibai Navale**  
**College of Engineering**  
**Vadgaon(Bk.), Pune-41.**



# SINHGAD TECHNICAL EDUCATION SOCIETY

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

®



Sinhgad Institutes

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

STES/2019-20/776

25.06.2019

## C I R C U L A R


**Subject : Regarding admissibility of Leave and other benefits to the newly appointed adhoc faculty members**

The Faculty Members who were appointed on adhoc basis and whose period of adhoc approval also expired were relieved from services of Sinhgad Technical Education Society at the end of academic year 2018-19 i.e w.e.f. 31.05.2019.

Relieved faculty members who desired to join services of Sinhgad Technical Education Society again for next academic year had applied for fresh appointment and were interviewed by Local Selection Committee. Selected candidates have been appointed with fresh Appointment Order for the academic year 2019-20.

Queries regarding admissibility of leave / vacation etc. to these newly adhoc appointed faculty members have raised by some of the Colleges / Institutes. To have uniformity in consonance with the leave rules of the Society, it is hereby clarified that;

- Since they are appointed on adhoc basis with fresh Appointment Order for 1 academic year, these faculty members will be eligible for 15 days C.L. during the entire academic year 2019-20 as per University guidelines. Same can be sanctioned to them proportionately during the academic year.
- Since it is fresh appointment, they will not be entitled for any other leaves except Half Pay Leave which they will have to earn as per provisions in Leave Rules.
- Their vacation would be as per University Rules and in accordance with the Leave Rules and Note No.STES/2018-19/6216 dt.07.05.2019.
- They will not be entitled for any other benefits of previous service rendered by them on adhoc capacity.

  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





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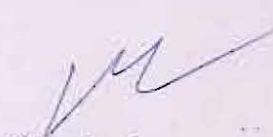
All Heads of Institutions are therefore informed to circulate above guidelines to all concerned to avoid any mis-interpretation of rules while sanctioning leave.



President / Vice President

Copy to :

- (1) Founder Secretary, Sinhgad Technical Education Society, Pune
- (2) Vice President (Admn.), Sinhgad Technical Education Society, Pune
- (3) Vice President (HR), Sinhgad Technical Education Society, Pune
- (4) All Principals / Directors (Engineering Colleges / Pharmacy Colleges / Sr. Colleges / Management Institutes / Hotel Management) of Sinhgad Technical Education Society
- (5) Chief Administrative Officer (Personnel), Sinhgad Technical Education Society, Pune
- (6) Select File

  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



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



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FOUNDER PRESIDENT

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

STES/2016-17/4273

25.01.2017

To,

All Directors / Principals

Sinhgad Technical Education Society

Pune

## Sub : Promotion to the Non Teaching Staff

It has come to the notice of the undersigned that individual proposals for promotion in respect of non teaching staff members are submitted to the Central Office by the Directors / Principals without scrutiny and without considering other employees working in the same cadre /in the same institution / campus. It is, therefore, decided to compile information of all non teaching staff who are eligible for promotion to next higher post.

Also directed that henceforth no individual proposal / request for higher post / higher scale shall be submitted to the Central Office.

All Directors / Principals are therefore directed to submit the information in respect of non teaching staff members working under them fulfilling following criteria in enclosed proforma. While submitting the information following points must be considered -

- (1) Information should be submitted separately for each cadre / Grade Pay.
- (2) Separate sheet shall be used for information of each cadre / Grade Pay.
- (3) Names of all employees working in that particular cadre / Grade Pay and who have completed at least five years continuous service in that cadre / Grade Pay should be given.

Contd ...2/-

*Office - Kashi Bai Navale*  
*25/01/17*

Principal  
Smt. Kashi Bai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.

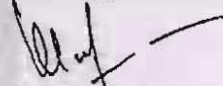




- (4) If a particular employee has completed five years service but not eligible for promotion due to his / her poor working capacity or due to any other reasons, his / her name should also be included in the statement with specific remarks of the Director / Principal regarding his / her non-eligibility.
- (5) Information about gradation of Performance Appraisal Reports for last three years should be mentioned.- in respective column. (Ensure availability of last three years Performance Appraisal Reports, if not available, then reasons for non writing Performance Appraisal Reports to be mentioned)
- (6) Punishment (placement on basic pay etc.) if any during the last three years should also be mentioned in the remarks column.
- (7) Promotion to eligible and suitable employee can be given from the common list and may be in other institutions also, accordingly to the requirement and availability of the vacancy.
- (8) If promotion and posting to higher post is denied by the staff member, he / she shall not be considered for promotion for next two years.
- (9) Decision in respect of promotion once taken by the undersigned shall be final and no re-consideration shall be entertained.

Considering all above points, the Directors / Principals are directed to submit the information duly verified from the records in the prescribed format till 15.02.2017 to the Corporate Office.

Soft copy of the information in 'Excel' should also be sent to e-mail 'steshr@sinhgad.edu'.



President

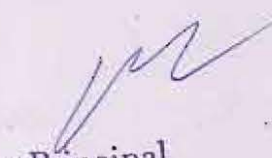
Copy to (1) Founder Secretary, Sinhgad Technical Education Society, Pune

(2) Vice President (HR), Sinhgad Technical Education Society, Pune

(3) Vice President (Admn.), Sinhgad Technical Education Society, Pune

(4) Campus Directors of all Campuses, Sinhgad Technical Education Society, Pune

(5) Select File

Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



INFORMATION OF NON TEACHING STAFF WHO ARE FOR PROMOTION

Name of Institution :

Name of the Posts :

Pay Band \_\_\_\_\_ Grade Pay \_\_\_\_\_

Sr. No	Name of the Employee and Employee Code No.	Date of Birth	Educational Qualification	Date of joining in STES and Name of post on which he/she joined	Date of joining in present post	No. of years service in present post	Present Pay in Pay Band with Grade Pay	Type of work handled during entire tenure	Gradation of last three years Performance Appraisal Reports			Remarks of the Director / Principal
									2013-14	2014-15	2015-16	
1	2	3	4	5	6	7	8	9	10			11

Director / Principal

Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.







Sinhgad Institutes

# SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dL 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 /2016 -17/ 604

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

Date: - 28.06.2016

## CIRCULAR

**Subject: - Prefixing; Suffixing Sunday and Holiday to Casual Leave.**

It has come to the notice that in same of the cases Prefix/Suffix of Sunday and Holiday to the Casual Leave are not allowed and entire period (including holidays) is treated as Leave Without Pay.

In this context attention of all Heads of all Institutes/units is invited to the provisions in Rule no.7 and Rule no. 10 of the Casual Leave prescribed under Circular no. STES/Personnel/2011-12/341 dated 17.10.2011; where in prefixing or suffixing of Sunday/Holiday to the Casual Leave is allowed. These provisions are reproduced as under:

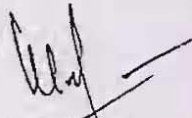
*"Rule 7: Any Holiday or Sunday can be prefixed or suffixed to the Casual Leave."*

*"Rule 10: When Casual Leave is taken with prefixing/suffixing holidays, the total period of absence from duty shall not exceed one week (seven days)."*

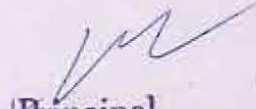
It is therefore clarified that, Prefixing and/or Suffixing Sunday/Holiday to Casual Leave shall be allowed subject to condition that total period of absence from duty (including non working days) shall not exceed one week (Seven Days).

(For example : Two days Casual Leave on Monday and Tuesday by prefixing non working days on Saturday/Sunday and suffixing Holiday on Wednesday can be sanctioned to the employee since total period of absence from Saturday to Wednesday does not exceed one week. In such cases only two days Casual shall be deducted from the Casual Leave account of the Employee. There is no reason to treat entire period of absence from duty as Leave Without Pay.)

All Heads of Department/Institution are informed to consider above clarification while recommending casual leave of the employees.

  
(Prof. M.N. Navale)  
President



  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.  
P.T.O





Sinhgad Institutes

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M.E. (ELECT.) MIE., MBA.  
FOUNDER PRESIDENT

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

To,

1. Founder Secretary, STE Society, Vadgaon (Bk), Pune, 411041.
2. Vice President (H.R.), STE Society, Vadgaon (Bk), Erandwane, Pune, 411004.
3. Vice President (Admin), STE Society, Vadgaon (Bk), Erandwane, Pune, 411004.
4. Directors of all Management Institutes/ Principals of all Colleges, STES.
5. Director, Smt. Kashibai Navale Medical College and General Hospital, Narhe. ...2/
6. Dean, Smt. Kashibai Navale Medical College and General Hospital, Narhe,
7. Principal, Sinhgad Dental College and Hospital, Vadgaon.
8. All other Directors/ Project Manager, STES.
9. Principal, Sou. Venutai Chavan Polytechnic, Ambegaon (Bk), Pune, 4110041.
10. Principals of all Schools, STES.
11. Transport Officer, STES, Ambegaon.
12. Chief Administrative Officer (Personnel), STE Society, Erandwane, Pune-411004.
13. Select file.



*[Signature]*  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon (Bk.), Pune-41.





Sinhgad Institutes

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FOUNDER PRESIDENT

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B.A., MPM, Ph.D.  
FOUNDER SECRETARY

STES/2016-17/482

Date : 28<sup>th</sup> June, 2016.

## CIRCULAR

Subject : Bio-metric attendance – Guidelines and procedure.

All staff members (Teaching and Non-Teaching) are aware that Biometric attendance has been now made obligatory in all units of the Sinhgad Technical Education Society including the Corporate Office.

In order to have uniformity in implementation, procedure and to ensure that no undue hardships are faced by the staff members, procedural guidelines/ rules as per Annexure to this circular are prescribed, which shall be applicable to all the units of Sinhgad Technical Education Society, including the Corporate Office.

These guidelines/rules shall come in to force forthwith, and shall be strictly followed by all the units.

Employees in the units where bio-metric machines are not yet installed shall register their daily attendance manually. However office timings should be followed scrupulously. After installation of bio-metric machines, all employees irrespective of their category shall register their attendance bio-metrically and strictly follow these rules.

All Heads are hereby informed to ensure that these rules/guidelines are circulated to all employees working under them and to be followed scrupulously.

Encl : As above

(PROF. M.N.NAVALE)

FOUNDER PRESIDENT.



Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon (Bk.), Pune-41.





Sinhgad Institutes

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FOUNDER PRESIDENT

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

To,

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2. Vice President (H.R.), STE Society, Vadgaon (Bk), Erandwane, Pune, 411004.
3. Vice President (Admin), STE Society, Vadgaon (Bk), Erandwane, Pune, 411004.
4. Directors of all Management Institutes/ Principals of all Colleges, STES.
5. Director, Smt. Kashibai Navale Medical College and General Hospital, Narhe.
6. Dean, Smt. Kashibai Navale Medical College and General Hospital, Narhe.
7. Principal, Sinhgad Dental College and Hospital, Vadgaon.
8. All other Directors/ Project Manager, STES.
9. Principal, Sou. Venutal Chavan Polytechnic, Ambegaon (Bk), Pune, 4110041.
10. Principals of all Schools, STES.
11. Transport Officer, STES, Ambegaon.
12. Chief Administrative Officer (Personnel), STE Society, Erandwane, Pune-411004.
13. Select file.



Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon (Bk.), Pune-41.

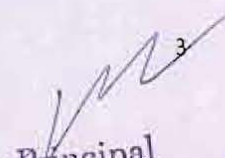


ANNEXURE TO CIRCULAR NO. STES/2016-17/482, DATED 28<sup>th</sup> JUNE, 2016.

Guidelines regarding attendance of the Staff on biometric system.

A) Registering attendance in Office at start of Office Hours and Leaving Office:

- 1) Every Employee (whether Teaching/Non Teaching) shall have to register his attendance daily at start of the College /Office and Leaving Office after office hours as per time prescribed.
- 2) Grace period up to 15 minutes shall be allowed to employee while reporting for duties in the morning.  
(For example: If reporting time is 10.00a.m, grace period allowed would be up to 10.15 a.m.)
- 3) Grace period up to 15 minutes for reporting for duties shall not be treated as late.
- 4) Employee reporting late for duties after grace period of 15 minutes up to 30 minutes shall be treated as 'Late Attendance' for that particular day.
- 5) Employee reporting 'Late' (i.e. between 15 minutes to 30 minutes) six times in months shall lose 1 full day Casual Leave and same would automatically be deducted from his Casual Leave account.
- 6) If sufficient Casual Leave is not available at his credit; then 1 day Leave Without Pay for first six late coming in a month shall be marked to him and appropriate recovery shall be made from his monthly salary.
- 7) For every 'Late' (i.e. between 15 minutes to 30 minutes) after 6 (six) late in a month, 1 day Casual Leave shall be deducted from his account. If sufficient casual leave is not available then Leave Without Pay shall be marked.
- 8) Employee reports late even after 30 minutes up to two hours, i.e. two and half hour after prescribed reporting time shall lose half-day casual leave which shall be deducted from his leave account directly. If no casual leave is available he shall be treated absent for that day and shall be marked as full-day leave without pay (Half day leave without pay is not admissible).
- 9) Deduction of Casual Leave / Leave Without Pay due to late coming shall be intimated to the concerned employee through his e-mail at the end of that particular month.
- 10) Reporting Office Time for the Peons and Sweepers in every establishment shall be 30 minutes before the prescribed office time and departure time shall be at close of Office.  
(For example: if Office timings are 10.00 a.m. to 6.30 p.m. then working hours for Peon / Sweeper would be 9.30 a.m. to 6.30 p.m.)  
However, they shall ensure that all electrical appliances viz. lights, fans, Air Conditioners, Computers etc. are properly switched off and Office is properly closed before leaving the Office.
- 11) Every department/Institute shall maintain Movement Register for recording reason and timing for visiting other Institutions/Campus / University/ other places etc. for official work. After finishing such work, reporting time in the Office shall also be recorded in the register, and shall be certified by the concerned authority.
- 12) Employee visiting directly or for attending Conferences/Wok shops at other places, without reporting to office, shall record reason for not attending office in time, and obtain permission of Head of Establishment in the Movement Register. His absence from duty for the said period, shall be treated as "Duty Leave".

  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





- 13) Employee unable to report for duties due to any emergent reason, shall intimate about his absence to the Head of Department/ Head of Institute through SMS during first hour of Office timing.
- 14) In case of any technical difficulty/ non-functioning of Biometric machine, attendance and timing shall be recorded in the 'Attendance Register.'

**B) Condonation of Late:**

- 15) Employee reporting late; due to the situation beyond his control viz. dislocation of public transport system; heavy rains or due to unexpected situation, then such late on that day can be condoned by the Head of Establishment after due verification of such written request from the employee.
- 16) Joining time up to 1 hour late can be allowed to newly appointed employees as well as employees returning from long leave (more than one month/maternity leave). Late reporting for duties in such cases shall not be counted as 'Late' during that month.
- 17) Employees using transport arrangement provided by the Society if report late due to delay/ failure of the transport system; shall not be treated as 'late' for that particular day.

**C) Compensatory off:**

- 18) Group 'C' and Group 'D' employees who have been asked to work on non working day/ Holiday at least for 5 hours (which shall be registered on bio-metric machine); shall be entitled for one full day 'Compensatory Off'.
- 19) "Compensatory Off" shall not be admissible for working on non working day for less than 5 hours.
- 20) Half day "Compensatory Off" is not allowed and therefore shall not be sanctioned.
- 21) "Full day Compensatory Off" can be sanctioned to the employees, only in accordance with the provisions in Leave Rules (vide Circular no. STES/Personnel/2011-12/341 dated 17.10.2011. Relevant portion is reproduced below :

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.

*[Signature]*  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





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 .

Some additional provisions for certain category of Employees:

Above rules/guidelines are uniformly prescribed for all category employees. However considering nature of duties of some of the staff members following additional provisions are made.

D) Duties of Driver / Bus Attendant (School /Staff Buses)

22) Duty Hours / reporting timings for School Bus Drivers and Attendants shall be fixed by the Transport Officer in accordance with the School timings. However, above rules in general shall be followed in their respect.

E) Drivers on the vehicles assigned to the Officers :

23) Drivers assigned duties to various Officers/Directors or Staff Car etc. shall register their attendance on biometric machines at the place where their duty starts and ends. However they shall also record their daily reporting and departure timings, in the log book, on the same day. The entries in the log-book shall be verified and certified by the authority/officer using the vehicle, while leaving the vehicle, on that day.

24) Concerned Officer/Director shall certify attendance of the Driver on the basis of daily entries entered in Log-Book at the end of each month and accordingly submit the log-book to the concerned establishment for drawing his monthly salary.



*[Signature]*  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



F) Staff members working in shifts :

- 25) Staff members (Teaching/Non-Teaching) working in shifts shall register their attendance at the beginning and at the end of their duties on bio-metric machines as per their shift timings.

G) Staff members working in 'essential services':

- 26) Staff members engaged in essential services like water supply, electricity, security etc. and employees entrusted with the work of opening and closing of office, shall register their attendance on bio-metric machines as per their duty hours fixed by the appropriate authorities.

However they shall not leave their work/duty place unless their reliever/substitute reports for duty in their place and the charge of duties is handed over to the substitute.

H) Staff members working at the places other than their parent units :


- 27) Staff members (Teaching/Non-Teaching) on the roll of one unit but actually performing duties at other places/units shall register their attendance on bio-metric machine at their actual working place as per timing of working unit. In such cases their monthly attendance /Leave without Pay etc. due to late attendance shall be reported to the respective unit for drawing their monthly salary by concerned authority.

I) Staff members working in the units of Health Sciences :

- 28) Employees in the units of Health Sciences, viz. Smt. Kashibai Navale Medical College and General Hospital, Narhe, Sinhgad Dental College and Hospital, Vadgaon, Smt. Kashibai Navale Sinhgad College of Physiotherapy, Narhe, and Sinhgad College of Nursing, Narhe, shall also follow the rules, guidelines prescribed by respective Central authority/Council/Govt. in that behalf, in addition to these guidelines.

— 0 —



  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





# SINHGAD TECHNICAL EDUCATION SOCIETY®

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

Sinhgad Institutes

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FOUNDER PRESIDENT

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

STES/2016-17/2017

08.09.2016

Sub : Regarding Activities on Non-Working Days and Attendance

Ref : (1) Letter No.STES/2016-17/221 dtd.11.06.2016 – Five Days Working Per Week

(2) Circular No. STES/2016-17/482 dtd. 28.06.2016 – Biometric Attendance -  
Guidelines and Procedure

(3) Circular No.STES/Personnel/2011-12/341 dtd. 17.10.2011 – Leave Rules

(4) Circular No.STES/2012-13/2957 dtd. 24.09.2012 – Prior Permission to Organize  
Events

## C I R C U L A R

While implementing five days working in a week i.e.. Monday to Friday for all institutions and Offices under STES; liberty is given to organize Seminars, Symposia, Conference, Workshops etc. on Saturdays and Sundays. In the letter No.STES/2016-17/221 dtd. 11.06.2016, it has been clarified that staff engaged in such activities will be given Compensatory hours in their duties. Colleges / Institutes etc. are also following Public Holidays as per calendars of State Government / University etc.

Management has issued guidelines and procedure for registering attendance on biometric system under Circular No. STES/2016-17/482 dtd. 28.06.2016; under which provisions of Compensatory Off have been reproduced again for information of all.

Vide Circular NO. STES/2012-13/2957 dtd. 24.09.2012 instructions were issued to all to obtain prior permission of the Management for organizing any events in the Colleges / Institutes.

In spite of clear instructions it has been observed that some Colleges / Institutes are not following these instructions in true spirit; on the contrary using their liberty for holding :



Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.

Contd ...2/-



- 1) Extra classes invariably on non working days / holidays as per their convenience.
- 2) Regular lectures / classes on non working days / public holidays and calling staff members to attend college for the same; with the sole objective to collect Compensatory Off.
- 3) Running the College / classes late night after the schedule working hours.
- 4) Allowing staff members to attend office / college 1 or 2 hours late beyond the grace period given to them.

The above mentioned irregularities indicate that instructions issued by the Management from time to time are not followed scrupulously by some of the colleges / institutes; on the contrary they are violating the orders leading to insubordination.

Following clarifications / additional instructions are therefore issued to curb such type of irregularities and misuse of instructions and acts of insubordination :-

- (a) Each College / Institute / Polytechnic henceforth shall not run regular classes / lectures on Saturdays / Sundays, or any Public Holidays without prior permission of Management ie. Vice President (HR) / Vice President (Admin).
- (b) All Heads of Colleges / Institutes / Polytechnic shall prepare monthly schedule of Seminars / Symposia / Conferences / Workshops etc. as well as lectures to be held on Saturdays / Sundays / holidays and shall obtain prior permission of Management at least 8 days before for the activities to be held on non working days.
- (c) If such permission is given for organizing Seminars / Symposia / Conferences / Workshops are arranged on Saturdays / Sundays; only minimum required / skeleton staff shall be asked in writing to attend the college / institute. They should however register their attendance on biometric system.

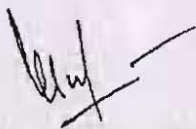


Contd... 3/-  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



- (d) Compensatory Off to such staff members shall be strictly in accordance with the instructions reproduced under Rules 18 to 20 of the Circular No.STES/2016-17/482 dtd. 28.06.2016.
- (e) Any staff member (Teaching / Non teaching) reporting for duties late beyond 30 minutes of the schedules time; shall not be allowed to perform duties unless he / she fill ½ day Casual Leave or one day Leave Without Pay as the case may be.
- (f) Report of late attendance of the staff members (Teaching / Non teaching) and no. of late coming during the entire month shall be reported to the Vice President (HR) on the first working day of the next month.
- (g) Restrict conducting classes late in the night upto 8.00 p.m. only so as to avoid inconvenience and to avoid any untoward incident.
- (h) Staff member (Teaching / Non Teaching) reporting late coming to office frequently shall be treated as "Not Punctual" which shall amount to non satisfactory remarks and shall be incorporated in individual's Annual Performance Report and same shall be intimated to him / her; in writing.

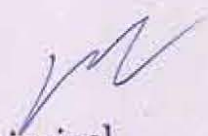
All these instructions in addition to the earlier guidelines / rules shall be followed scrupulously by all. Any violation of the instructions by anybody shall be viewed seriously by the Management and shall attract appropriate punishment. All Heads of Institutions / Colleges / Polytechnic are therefore informed to bring these instructions to all staff members working under them.

  
(PROF. M.N. NAVALE)  
PRESIDENT

Copy to :

- (1) Founder Secretary, Sinhgad Technical Education Society, Pune
- (2) Vice President (Adm.), Sinhgad Technical Education Society, Pune
- (3) Vice President (HR), Sinhgad Technical Education Society, Pune




  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



... 4 ....

- (4) Directors of all Management Institutes / Principals of all Colleges, STES
- (5) Director (Administration), Sinhgad Technical Education Society, Pune
- (6) Director (CPC), Sinhgad Technical Education Society, Pune
- (7) Director (Finance), Sinhgad Technical Education Society, Pune
- (8) Director, Smt. Kashibai Navale Medical College and General Hospital, Narhe
- (9) Dean, Smt. Kashibai Navale Medical College and General Hospital, Narhe
- (10) Principal, Sinhgad Dental College and Hospital, Vadgaon
- (11) Principals of all Schools, Sinhgad Technical Education Society, Pune
- (12) All CEO / Campus Directors, Sinhgad Technical Education Society, Pune
- (13) Chief Administrative Officer, Sinhgad Technical Education Society, Pune
- (14) All other Directors / Project Manager, Sinhgad Technical Education Society, Pune
- (15) Principal, Sou. Venutai Chavan Polytechnic, Ambegaon, Pune
- (16) Transport Officer, Ambegaon
- (17) Select File



  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



# SINHGAD TECHNICAL EDUCATION SOCIETY®

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

Sinhgad Institutes

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/2016-17/2017

14.09.2016

Sub : Regarding Activities on Non-Working Days and Attendance

Ref : (1) Letter No. STES/2016-17/221 dtd. 11.06.2016 – Five Days Working Per Week

(2) Circular No. STES/2016-17/482 dtd. 28.06.2016 – Biometric Attendance -  
Guidelines and Procedure

(3) Circular No. STES/Personnel/2011-12/341 dtd. 17.10.2011 – Leave Rules

(4) Circular No. STES/2012-13/2957 dtd. 24.09.2012 – Prior Permission to Organize  
Events

## C I R C U L A R

Further to this Office Circular no. STES / 2016 – 17 / 2017 dated 08.09.2016 this Circular is issued amending Clause (a) on page 2 of the Circular.

While implementing five days working in a week i.e. Monday to Friday for all institutions and Offices under STES; liberty is given to organize Seminars, Symposia, Conference, Workshops etc. on Saturdays and Sundays. In the letter No. STES/2016-17/221 dtd. 11.06.2016, it has been clarified that staff engaged in such activities will be given Compensatory hours in their duties. Colleges / Institutes etc. are also following Public Holidays as per calendars of State Government / University etc.

Management has issued guidelines and procedure for registering attendance on biometric system under Circular No. STES/2016-17/482 dtd. 28.06.2016; under which provisions of Compensatory Off have been reproduced again for information of all.

Vide Circular No. STES/2012-13/2957 dtd. 24.09.2012 instructions were issued to all to obtain prior permission of the Management for organizing any events in the Colleges / Institutes.

Contd ...2/-

Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





In spite of clear instructions it has been observed that some Colleges / Institutes are not following these instructions in true spirit; on the contrary using their liberty for holding:


- 1) Extra classes invariably on non working days / holidays as per their convenience.
- 2) Regular lectures / classes on non working days / public holidays and calling staff members to attend college for the same; with the sole objective to collect Compensatory Off.
- 3) Running the College / classes late night after the schedule working hours.
- 4) Allowing staff members to attend office / college 1 or 2 hours late beyond the grace period given to them.

The above mentioned irregularities indicate that instructions issued by the Management from time to time are not followed scrupulously by some of the colleges / institutes; on the contrary they are violating the orders leading to disorder and insubordination.

Following clarifications / additional instructions are therefore issued to curb such type of irregularities and misuse of instructions and acts of insubordination:-

- (a) Each College / Institute / Polytechnic henceforth shall not run regular classes / lectures on Saturdays / Sundays or any Public Holidays without prior permission of Management i.e. Vice President (HR) / Vice President (Admin). However, the Heads of the Institutions are at liberty to organize the classes if the syllabus is not covered due to Holidays, late Admissions etc. and accordingly Head of Departments should inform to the Management / Central Office. Arranging extra lectures due to non coverage of syllabus shall not attract Compensatory Off to the staff. In case of late admissions the Principals should use his discretionary powers and allow the extra lectures on Saturdays and Sundays.
- (b) All Heads of Colleges / Institutes / Polytechnic shall prepare monthly schedule of Seminars / Symposia / Conferences / Workshops etc. as well as lectures to be held on Saturdays / Sundays / holidays and shall obtain prior permission of Management at least 8 days before for the activities to be held on non working days.

Contd ....3/-

  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





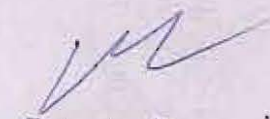
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- (c) If such permission is given or even Seminars / Symposia / Conferences / Workshops are arranged on Saturdays / Sundays; only minimum required / skeleton staff shall be asked in writing to attend the college / institute. They should however register their attendance on biometric system.
- (d) Compensatory Off to such staff members shall be strictly in accordance with the instructions reproduced under Rules 18 to 20 of the Circular No.STES/2016-17/482 dtd. 28.06.2016.
- (e) Any staff member (Teaching / Non teaching) reporting for duties late beyond 30 minutes of the schedules time; shall not be allowed to perform duties unless he / she fill ½ day Casual Leave or one day Leave Without Pay as the case may be.
- (f) Report of late attendance of the staff members (Teaching / Non teaching) and no. of late coming during the entire month shall be reported to the Vice President (HR) on the first working day of the next month.
- (g) Restrict College / classes late in the night beyond 8.00 p.m. so as to avoid inconvenience and to avoid any untoward incident.
- (h) Staff member (Teaching / Non Teaching) enjoying late coming to office frequently shall be treated as "Not Punctual" which shall amount to non satisfactory remarks and shall be incorporated in individual's Annual Performance Report and same shall be intimated to him / her; in writing.

All these instructions in addition to the earlier guidelines / rules shall be followed scrupulously by all. Any violation of the instructions by anybody shall be viewed seriously by the Management and shall attract punishment suitably. All Heads of Institutions / Colleges / Polytechnic are therefore informed to bring these instructions to all staff members working under them.

  
PRESIDENT



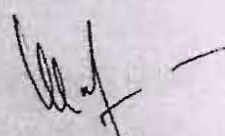
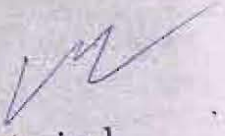
  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



... 4 ...

Copy to:

- (1) Founder Secretary, Sinhgad Technical Education Society, Pune
- (2) Vice President (Admn.), Sinhgad Technical Education Society, Pune
- (3) Vice President (HR), Sinhgad Technical Education Society, Pune
- (4) Directors of all Management Institutes / Principals of all Colleges, STES
- (5) Director (Administration), Sinhgad Technical Education Society, Pune
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- (15) Principal, Sou. Venutai Chavan Polytechnic, Ambegaon, Pune
- (16) Transport Officer, Ambegaon
- (17) Select File

  
  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



# SINHGAD TECHNICAL EDUCATION SOCIETY®

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



Sinhgad Institutes

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/2016-17/3793

22.12.2016

## C I R C U L A R

Sub: Revised instructions in respect of leave on medical grounds/Medical Leave.

It has been observed that leave on medical grounds/medical leave is being recommended by the authorities without verifying admissibility and balance leave at the credit of employees. It is also observed that in some cases frequency of medical leave is more or at regular intervals rising question about medical fitness of the employee to perform assigned duties of the post, satisfactorily.

Following instructions are therefore issued to avoid such irregularities:-

- (1) Leave recommending authority should check leave record of concerned employee before forwarding leave request of the employee - online.
- (2) If sufficient leave is not at his/her credit, then recommending authority should reject leave request at once, as per provisions in Society's Leave Rules and intimate concerned employee accordingly.
- (3) When employee applies for medical leave without ascertaining sufficient balance of leave at his/her credit and /or without production of medical certificate from Registered Medical Practitioner in its support, shall be placed only on his/her basic pay without any allowances for the period of three months.
- (4) In such cases his/her presence in the office and work performance would be watched for three months and the decision to restore his/her allowances or otherwise will be taken by Management.
- (5) Employee applying for leave on medical grounds/ medical leave frequently, will have to undergo Medical Examination at Smt. Kashibai Navale Medical College and General

1

Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.







- 2 -

Hospital, Narhe, and have to submit Medical Certificate in support of the illness or fitness to resume duties from the Hospital, before joining duties.

All Principals / Directors are therefore informed to observe the above instructions strictly in future and recommend the leave requests of the employees complying with these instructions to the Leave Sanctioning Authority online.

(Prof. M.N. Navale)  
Founder President

Copy to :

- (1) Founder Secretary, Sinhgad Technical Education Society, Pune.
- (2) Vice President (Admn.), Sinhgad Technical Education Society, Pune.
- (3) Vice President (HR), Sinhgad Technical Education Society, Pune.
- (4) Directors / Principals of all Institutes/Colleges/Polytechnic/Schools in STES.
- (5) Director (Administration), Sinhgad Technical Education Society, Pune.
- (6) Director (CPC), Sinhgad Technical Education Society, Pune.
- (7) Director (Finance), Sinhgad Technical Education Society, Pune.
- (8) Director, Smt. Kashibai Navale Medical College and General Hospital, Narhe.
- (9) Dean, Smt. Kashibai Navale Medical College and General Hospital, Narhe.
- (10) Campus Directors of all Campuses, Sinhgad Technical Education Society, Pune.
- (11) Chief Administrative Officer, Sinhgad Technical Education Society, Pune.
- (12) Project Manager, Sinhgad Technical Education Society, Pune.
- (13) Transport Officer, Ambegaon.
- (14) Select File

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Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.

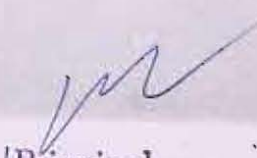


# SINGHAD TECHNICAL EDUCATION SOCIETY

44/1, Vadgaon (Budruk), Off Sinhgad Road, Pune - 411 041  
Tel/Fax : (020) 435 47 21 E-mail : stes@sinhgad.edu

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



  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



[विशेष-ध. मा./म. हा. वि/५०५.]



## नोंदणी प्रमाणपत्र

संस्था नोंदणी अधिनियम, १८६०

(१८६० चा अधिनियम २१)

नोंदणी क्रमांक ७९२९.९३/पुणे

माझी असे प्रमाणित करण्यात येते की, मिंटु गड रोड रोडनेकर पुढुकेशन  
जे.जा.मरी, मिंटु गड रोड पुणे ५९

व्यापक वारंशेस संस्था नोंदणी अधिनियम, १८६० (सन १८६० चा अधिनियम २१) मध्ये योग्यरित्या नोंदव. करण्यात आली.

तारीख ६.११.१९८३ रोजी माझ्या सहोदिका दिने.



संस्थाचे सहायक निबंधक,

पुणे विभाग.



Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.

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१२ अंगार ११३ रोमो बागण शोभिका दिने.



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Principal  
Smt. Kashubai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



# MEMORANDUM OF ASSOCIATION

1. **Name** : The name of the Society shall be the  
"Sinhgad Technical Education Society", Pune - 41.
2. **Office** : Survey No. 44/1, Vadgaon (Budruk),  
Off. Sinhgad Road, Pune - 411 041.
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 for the aforesaid purpose.
  - c) To undertake activities like organisation 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, news letters in order to impart education to the Society.
  - 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, Homoeopathy 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 Govts. 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, Homoeopathy 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, Homoeopathic, Physiotherapy Colleges and Paramedical Courses.
  - j) To arrange exhibitions on the Social Background.

*(Signature)*  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon (Bk.), Pune-41.





#### 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.

Sr.No	Names	Address	Occupation & Nationality	Sd/-
1.	Shri. Maruti Nivrutti Navale, Founder President & Chief Managing Trustee (Age: 48yrs)	Green Park, 45/6-10, Karve Nagar, Next to Nav Sahyadri Society, Pune-52	Educationist, Agriculture, Social Worker INDIAN	Sd/-
2.	Shri. Sukhadeo Nivrutti Nawale Vice President	SNEHAL, College Road, Karmala, Dist: Solapur	Business INDIAN	Sd/-
3.	Mrs. Sunanda Maruti Navale (Secretary) Age: 32 Yrs.	45/6-10, Green Park, Karve Nagar, Pune-411 052	Education, Housewife INDIAN	Sd/-
4.	Mrs. Vijaya Sukhadeo Nawale (Member) Age: 40 Yrs	SNEHAL, College Road, Karmala, Dist Solapur	Service, Educationist INDIAN	Sd/-
5.	Shri. Bapusaheb Baburao Nimbhore (Member) Age: 55 Yrs	"Rachna", Shri-Niketan Soc., Kothrud, Pune -411 029	Service INDIAN	Sd/-
6.	Shri Anandrao Shankar 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 Thirteenth day of the month of March in the year 1999.

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

	NAME	SIGNATURE
1)	Shri. Maruti Nivrutti Navale	Sd/-
2)	Shri. Sukhadeo Nivrutti Nawale	Sd/-
3)	Mrs. Sunanda Maruti Navale	Sd/-
4)	Mrs. Vijaya Sukhadeo Nawale	Sd/-
5)	Shri. Bapusaheb Baburao Nimbhore	Sd/-
6)	Shri. Anandrao Shankarrao Bansode	Sd/-
7)	Shri. Sanjay Sadashiv Navale	Sd/-

Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





**BYE-LAWS AND TRUST DEED OF THE  
SINHGAD TECHNICAL EDUCATION SOCIETY,  
PUNE - 41**

**CHAPTER - I**

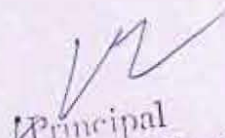
1. **Name** : The name of the Society shall be the  
"Sinhgad Technical Education Society", Pune 41

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2. **Office** : Survey No. 44 / 1, Vadgaon (Budruk),  
Off Sinhgad Road, Pune - 411 041

---

3. **Jurisdiction** : All over India

  
Principal  
Smt. Kastubai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.



**4A. LIFE MEMBERS:****i) Total Strength:**

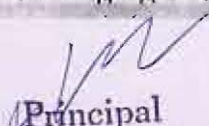
The total number of life members shall be maximum 11 inclusive of the President and the Secretary. The life members shall be the Trustees of the Trust / Society. The life members elected on the Managing Council shall be called as Managing Trustees.

**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 - 41.
- 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 sum of Rs. 2,00,000/- 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 organisation / firm / company / trust or person donating 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.

  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon(Bk.), Pune-41.





#### **4B. HONORARY MEMBERS:**

**i) Total Strength:**

The total number of honorary members shall be maximum of 15.

**ii) Qualification:**

a) He or She shall be major at the time of admission.

b) Any person donating to the Society sum of Rs. 50,000/- 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/- or more, shall be entitled to nominate any person or more persons, in accordance with the multiple of Rs. 50,000/- for being considered for the post of the honorary membership.

**iii) Termination of honorary membership:**

a) Honorary membership shall stand automatically terminated upon the death of the life member.

b) The honorary 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 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.

iv) No honorary member shall be entitled to get refund of the donation of Rs. 50,000/- upon the termination of his membership for any reason whatsoever.

#### **4C. SYMPATHISERS:**

Any person who has contributed or who will contribute at least Rs. 10,000/- (Rs. Ten Thousand Only), shall be the sympathisers of the Trust if admitted by the Managing council. If the Managing Council desires, the sympathisers 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 and the office bearers of the Society / Trust.

The sympathisers 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 sympathiser 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.

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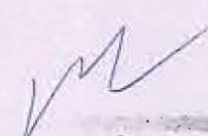


**5. The General Body will comprise of maximum Eleven Life Members and Fifteen Honorary Members only.**

- a) To elect four members of the Managing Council of the Society from amongst the life members of the society.
- b) To elect one Vice-President 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 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 at least once in a year after the closing of the year.

  
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**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 at least 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 in spite of instructions, as aforesaid.

**8. Notice to convene 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.

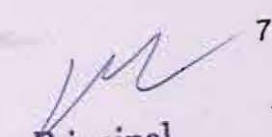
9. Notice of the General Body how to be served - Notice delivered by hand or sent by the post on the address available on the records of the Society shall be deemed to have been served on the Member.

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.



  
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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 of three 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 authorise 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 authorised officers of the Society during their tenure of appointment as office bearers and if authorised by the Managing Council they may be entrusted additional duties as authorised 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 authorised 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 Managing Council without assigning any reasons for doing so to individual or all nominated or co-opted additional office bearers / authorised 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 posts shall be three years. However, the Managing Council members shall continue till the elections are held and new Managing Council is formed.



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

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

- |   |  |
|---|--|
| a) President (1 post)<br>(Chief Managing Trustee) | Permanent Post   |
| b) Secretary (1 post)                             | Permanent Post   |
| c) Vice President (1 post)                        | One post to the office of the Vice President to be elected by and from amongst the Life Members (i.e. from Trustees)                     |
| d) Four Members (4 posts)                         | To be elected by the General Body amongst the (Maximum) Life Members in its General Body Meeting every three years, (i.e. from Trustees) |
| e) Two Members (2 posts)                          | To be elected by the General Body amongst the (Maximum) honorary / Life members in the Annual General Body meeting, every three years.   |

Thus the maximum strength of the Managing Council shall be nine. 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 organisations to promote the educational activities and in order to meet such needs the Managing Council may nominate and or co-opt such experts from the 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 four 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




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#### 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 organisations, 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 authorise 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 authorise 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



  
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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 at least four times in a year.
- b) Notice to convene the meeting of the Managing Council shall be issued by the 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 finalised 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 is 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.



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**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 be also the Chief Managing Trustee.
  - b) The Secretary : The Promoter and Founder Life Member of the Trust, 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 3 years.
  - d) Joint Secretary: The Secretary shall appoint Joint Secretary or Joint Secretaries, with the consent of 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 three 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.



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- 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 authorise the Secretary to do all such acts mentioned herein above.
- 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 authorised 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 Institutions 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:**

In the absence of the President, 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.

**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.



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## **THE FUNCTIONS AND POWERS OF THE SECRETARY ARE:**

The Secretary shall exercise the following powers and perform duties independently.

- 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 for the 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 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.



  
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- 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 Managing 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 Managing Council.

#### **d) Joint Secretary**

Functions assigned by the Secretary from time to time. The Joint Secretaries 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 remuneration of the Joint Secretary shall be decided by the Managing Council. 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.



  
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**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 Banks 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 31 st March of the following year.

**21. Operation of Bank Accounts:**

The entire amount 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 name of the society or in the name of the Institutions of the Society. Bank accounts of the Society shall be operated either under the sole signature of the President or jointly with the Vice President or the Secretary. The bank accounts shall be operated by the Vice President and Secretary upon authorisation by the Managing Council. The bank accounts of the Institutions shall be operated with the joint signature of the President / Secretary / Vice President and Head of the Institute. The Secretary or President may nominate any Vice President / person / member / Joint Secretary for operation of the bank accounts of the Institution upon authorisation by the Managing Council.



  
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**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.



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# CERTIFICATE

This is to certify that, this is the true and correct copy of the rules of the

**Sinhgad Technical Education Society, Pune - 411 041**

and shall come in force with immediate effect.

Sd/-

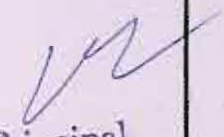
**Prof. M. N. Navale**

Founder - President

&

Chief Managing Trustee



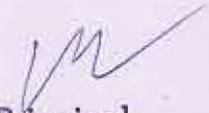
  
Principal  
Smt. Kashibai Navale  
College of Engineering  
Vadgaon (Bk), Pune-41.





## SINHGAD TECHNICAL EDUCATION SOCIETY

44/1, Vadgaon (Budruk), Off Sinhgad Road, Pune - 411 041.  
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