

7.1.10


Sr. No	The Institution has a prescribed code of conduct for students,	YES OR NO	
		YES	NO
1	The Code of Conduct is displayed on the website	YES	√
2	There is a committee to monitor adherence to the Code of Conduct	NO	×
3	Institution organizes professional ethics programmes for students, teachers, administrators and other staff	YES	√
4	Annual awareness programmes on Code of Conduct are organized	YES	√



7.1.10

Sr. No	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard	YES OR NO	
1	The Code of Conduct is displayed on the website	YES	✓
2	There is a committee to monitor adherence to the Code of Conduct	NO	✗
3	Institution organizes professional ethics programmes for students, teachers, administrators and other staff	YES	✓
4	Annual awareness programmes on Code of Conduct are organized	YES	✓


Docs Link
<u>..17.1.10 Circular No.371 dt.01.12.2011</u>
<u>..17.1.10 Conduct Rules No.456 dt. 14.03.2012</u>


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7.1.10

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized


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CODE OF CONDUCT HANDBOOK


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SINHGAD TECHNICAL EDUCATION SOCIETY

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

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004
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PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA
FOUNDER PRESIDENT

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

STES/Personnel/2011-12/456

Date: 14.03.2012

CIRCULAR

Subject: Prescribing:

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

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

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

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

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

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

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

Encl: As above

(Prof. M. N. Navale)
President



P.T.O. /-

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

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

1. Integrity and devotion: Every employee shall at all times:-

- i) Maintain absolute integrity.
- ii) Maintain devotion to duty and do nothing which will bring dis-repute to the Institute/ College /School or affect its interest adversely.
(An employee who habitually fails to perform the task assigned to him within prescribed time and who is habitually not punctual or frequently remains absent without permission shall be deemed to be not maintaining devotion to duty).
- iii) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

2. Maintaining confidentiality of information: Every employee shall maintain confidentiality of the information provided to him while performing duty and shall not disclose it or make private use of it without prior consent of the **President**.

3. Every employee shall endeavour to obey these rules and shall obey all the lawful orders of his superiors under whose control or supervision he has been deployed from time to time.

4. The directions/ instructions of the official superior shall ordinarily be in writing. Oral directions to subordinates shall as far as possible be avoided. Where the issue of oral directions becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

5. An employee who has received oral directions from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the directions in writing.

6. **Prohibition against Trade and Business:** No employee shall except with the previous sanction of the President; engage directly or indirectly in any trade or business or undertake any other employment.

7. **Insolvency and Habitual indebtedness:** When any employee is adjudged or declared an insolvent or when a part of his salary is constantly being attached, or has been continuously under attachment for a period exceeding two years, he shall be liable to be terminated from service.

8. **Taking part in Politics:** No employee shall be a member of or be otherwise associated with any political party or any political organisation.

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



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

Or

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

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

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

Interpretation –

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

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Guidelines for writing and processing of Annual Performance Appraisal Reports/ Special Performance Reports of the Teaching and Non-Teaching Employees/ Staff.

Revised formats of Annual Performance Appraisal Reports for Teaching and Non-Teaching employees working in various Institutes/ Colleges/ Schools/ Offices under Sinhgad Technical Education Society have been prescribed as per Circular No. STES/ Personnel/ 2011/ 50 dated 06-04-2011. Accordingly four separate formats as detailed below have been prescribed and brought in to force from the year 2010-2011.

TABLE -1

No.	Short title of the Performance Appraisal Report.	Prescribed for, (Category of Staff / Employees)	Proposed colour of the Format for easy identification
1	P.A.R. - A	Faculty in Technical, Management, Pharmacy, Architecture, Hotel Management Institutes/ Colleges.	Pink
2	P.A.R. - B	Faculty in Schools, Junior/ Senior Colleges and B.Ed / D.Ed. Colleges.	Green
3	P.A.R. - C	Non Teaching Staff (other than subordinate) in Group A,B and C.	Light Blue
4	P.A.R. - D	Subordinate Non Teaching (Group D) Staff. (Drivers/ Attendants/ Peons /Hamal etc.)	Yellow

Guidelines / Instructions for writing the Performance Appraisal Reports:-

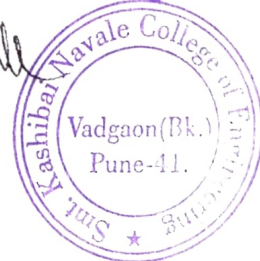
Instructions/ guidelines for writing of Annual Performance Appraisal Reports/ Special Performance Reports have already been issued vide Circular No. STES / Personnel / 2010 / 36 dated the 20th March, 2010.

1. Since the PAR / SPR are written after the period of twelve months, it may not be possible for Reporting officers to remember work performed by the employees during the assessment period and to judge their performance properly. The reports are therefore written on the basis of memory of the Reporting Officers, which may result in ignoring some of the achievements of the employees. It is therefore recommended that Reporting Officer should maintain records of all important achievements or shortfall, behaviour, and dereliction on part of employees, for writing PAR / SPR. Such assessment of the employees will be the true assessment of the work.

2. While writing the reports, employee's resourcefulness, capacity, utility of services and contribution to the activities of the STES shall have priority and accordingly remarks are expected to be reflected in the Performance Appraisal Reports (PAR) / Special Performance Reports (SPR).

3. PAR / SPR should not reflect personal feelings and personal relations.

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4. Employees graded adverse, average or below average and remarks about short fall / non-satisfactory performance should be communicated to the concerned employees in writing, immediately with the warning to improve the performance in future. This is essential to bring awareness amongst employees about their shortcomings in the performance, and also to give them opportunity to improve performance in future.
5. A copy of such communication should be placed in the personal file of the employee and one copy should be forwarded to the Personnel Department along with the continuation proposal.
6. Act of indiscipline, misbehavior on the part of the any employee or complaint against any employee should be dealt immediately. Preliminary enquiry in such cases should be conducted by the Heads of Institute / Colleges and explanation in writing be called from concerned employees. If required; report of such enquiry / findings along with proposed action may be submitted to the President for appropriate orders. The outcome of the enquiry may be mentioned in the PAR / SPR of the employees.

In addition to above instructions some additional guidelines are required to be followed for writing; processing; communication of remarks to the concerned employees and preservation of the Performance Appraisal Reports are given below:-

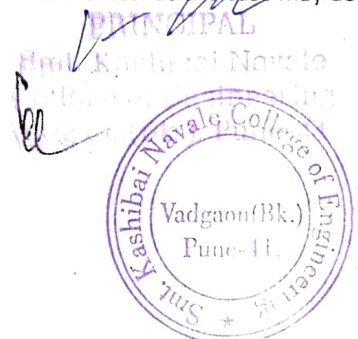
- 7 For the purpose of these guidelines meanings of the terminologies used shall be as follows :-
 - i) **"Accepting Authority"** means President/ Secretary, Sinhgad Technical Education Society, as the case may be.
 - ii) **"Performance Appraisal Reports"** or **"Reports"** means annual appraisal of the work performance of the employee in the formats prescribed (P.A.R.'A' to P.A.R.'D') for the Teaching and Non-Teaching employee.
 - iii) **"Reporting Officer"** means immediate higher authority of the employee, under whose supervision employee is working (Head of the Department/ Institute/ Office etc.)
 - iv) **"Reviewing Officer"** means next higher authority over the Reporting Officer, or Head of the Institute/ College/ Campus Director or Chief Executive Officer of the Campus, as the case may be.
 - v) **"Special Performance Report"** means report for assessment of work performed by the employee on certain main points during his first year of service/ Probation period, in the format prescribed under Circular No STES/ Personnel/ 2009-10/ 06 dated 22nd December, 2009.

Reporting Officer / Reviewing Officer.

8. Performance Appraisal Reports of the employees (Teaching / Non-Teaching) should be written annually by the 'Reporting officer' in the formats prescribed for respective categories (P.A.Rs. 'A' to 'D') as mentioned in the Table 1 above. Same should be then reviewed by the 'Reviewing Officer'.

9. Performance Appraisal Reports of Heads of Institutes / Colleges shall be written by the **Campus Director (Academic)** and submitted to the Secretary or President for Review as the case may be.

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10. The levels of the Reporting Officers and Reviewing Officers for writing Performance Appraisal Reports / Special Performance Report of the Teaching and Non-Teaching employees, will be as per details in the following TABLE - 2 :-

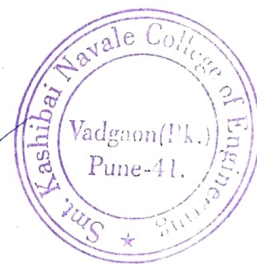
TABLE - 2

Sr.No	Categories of the Employees -	Reporting Officer	Reviewing Officer
1	2	3	4
A. Non Teaching Staff			
1	a. Employees below the level of Administrative Officer / Accounts Officer / Librarian / Instructors (Laboratory) and other equivalent employees. b. Other Non-Teaching Subordinate Staff like Peons/ Hamal/ Sweeper, etc.	Administrative Officer / Accounts officer / Librarian / Instructor / Estate Officer as the case may be.	Head of Institutes / Colleges / Directors / Chief Executive Officer of the Campus.
2	a. All Technical staff in Medical / Dental / Nursing and other Health Science Colleges, including Nurses and ward boys, maids, etc. b. Administrative Officers / Accounts Officers / Instructors and employees of other similar level and all other employees up to Head of Dept.	Concerned Heads of the Department	Principal / Dean of the concerned Colleges / Institutes.
			Head of institutes / Colleges.
3	Heads of Departments and all other Officers / employees, P.A etc.	Heads of Institutes / Colleges / Director.	Secretary / President as the case may be
B. General Services			
4	Non-Teaching Subordinate staff:- Security Guards / Drivers / Attendant / Peons / Hamal and other supporting staff like Mason, Carpenter, Electrician, etc.	Security Officer/ Estate Officer / Transport Officer Estate Officer / Manager, as the case may be.	Chief Executive Officer of the Campus.
5	Employees above the rank mentioned at (4) above		
6	Hostel Staff		
C. Teaching Staff			
7	Associate Professors / Assistant Professors / Instructors / Lecturer / Teacher / Sr. & Jr. Residents./ Tutors / Librarian etc.	Heads of Department / Professor/Principal/ Director.	Heads of Institute / Colleges / Principal/ Directors.
8	Professors / Heads of Departments	Heads of Institutes / Colleges/Principal / Directors.	Campus Director
9	Principals / Directors & other higher Officers	Campus Director	Secretary / President as the case may be.

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Writing of the Report.

18. Reporting Officers should carefully read the instructions printed on cover page of the formats of Performance Appraisal Report prescribed for respective Teaching / Non-Teaching staff before proceeding to write the reports. They should assess the employee's performance during the period and (v) tick one of the options mentioned against the points of assessment, wherever provided. Reporting Officer should make use of the observations about the employees' performance from the records maintained by him. (As per instruction 1 above).

If required, Reporting Officer will have to submit his report to the President/ Secretary in support of the assessment of the employee, he has made in the PAR / SPR.

19. Reporting Officer and Reviewing Officer should write their name clearly below their signature, with stamp so as to know authority writing / reviewing the Report.
20. Special care should be taken while offering remarks against "Integrity and Character". Any adverse remarks against this point shall only be given if sufficient evidences are available in support of the remarks.
21. In case of complaints against any employee or any incidents reflecting doubtful integrity or character are noticed by the Reporting / Reviewing Officer during the period of report, those shall be reported to the Head of the Institute / College. The authority should take immediate action to investigate the matters impartially. After investigation if it concludes that employee is guilty, fully / partially, then findings thereof, shall be communicated immediately and confidentially to the Secretary / President, as the case may be, for appropriate decision. In such cases Reporting / Reviewing Officer should not wait till writing Performance Appraisal Report of the employee.

Reference of the findings shall be made in the Report in due course.

Scrutiny and Processing of the Reports.

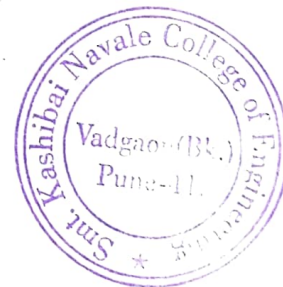
22. Activity of writing and reviewing of the Performance Appraisal Reports of Non-Teaching Employees for the year shall be completed in the month of April every year. Reports of Teaching employees should be written and reviewed immediately after end of Academic year.
23. Performance Appraisal Reports of all employees on roll of the Institutes / Colleges should be scrutinized by the Heads of Institutes / Colleges in the first week of May / immediately after end of Academic year as the case may be. Action in respect of communication of remarks to the employees should be completed within next 15 days.
24. Entire activities in respect of the P.A.Rs.(from writing to communication of remarks) should be completed before start of next academic year.

Communication of Remarks to the Employees and Preservation of P.A.R. / S.P.R.

25. Average or below average gradation and remarks regarding non satisfactory performance on any point of assessment in the reports shall be communicated to the employees concerned

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immediately, in writing with warning to improve performance, and a copy thereof shall be sent confidentially to the Personnel Department for records.

26. Performance Appraisal Report of every employee after due processing should be sent to Personnel Department for record and preservation.
27. The Performance Appraisal Reports of each employee shall be preserved in personal files maintained in Personnel Department.

Other Provisions

28. These instructions shall be applicable to all Institutes / Colleges / Schools of Sinhgad Technical Education Society, Pune, and all Institutes/ Colleges/ Schools run by Yashwantrao Chavan Shikshan Prasarak Mandal, Mumbai; Savitribai Phule Shikshan Prasarak Mandal, Kamaiapur; and Shrinath Shikshan Prasarak Mandal, Kondhapuri.
29. If any doubt/ dispute arises relating to the interpretation of these rules, it should be referred to the **President, Sinhgad Technical Education Society**, for final decision.

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

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

No. STES/ Personnel/2011-12/370

Date: 01-12-2011.

CIRCULAR

Subject: Prescribing Guidelines for,

1. Maintenance of the Service-Books of the Employees, and,
2. Processing of Resignation Letters of the Teaching and Non Teaching Employees.

It has come to the notice that there is not uniformity about maintenance of the service-books of the employees. Entries of many important events are not taken in the service books and they remain incomplete in many respect.

Similarly many queries and doubts are raised by the Institutes/ Colleges regarding the procedure for acceptance of resignations of the Teaching and Non Teaching employees.

In order to have uniformity in procedure, action from all concerned, it has been decided to compile guidelines for maintenance and up dating the service books of the employees and to deal with the resignation letters. Compiled guidelines on above two topics are enclosed herewith for ready reference.

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

All Heads of the Institutes/ Colleges/ Schools and Chief Executive Officers of all Campuses are therefore instructed to follow enclosed guidelines scrupulously.

(Prof. M. N. Navale)
PRESIDENT

Encl: As above.

To,

1. Directors of all Institutes/ Colleges of STES, SPSPM, SSPM and SYCSPM

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Smt. Emd. Navale
Director of Engineering
Sinhgad Technical Education Society





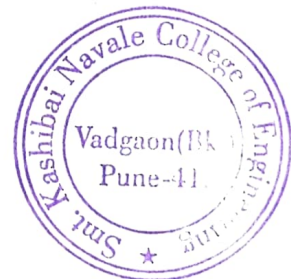
2. Principals of all Colleges/ Schools of STES, SPSPM, SSPM and SYCSPM,
3. Dean, SKN Medical College and General Hospital, Narhe,
4. Chief Executive Officers of all Campuses of STES, SPSPM and SYCSPM,
5. Resident Officer, SSPM, Kondhapuri,
6. Transport Officer, STES, Narhe.
7. Estate Officer, STES, Vadgaon.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

Copy forwarded for information to:

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

cc

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STES/ Personnel

Maintenance of Service books.

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

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

First Page of the Service Book :

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

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

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B. Name and Designation of the Medical Officer

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

Entries on Other Pages of the Service-BOOK

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

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

Other Entries to be taken in the service book :

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

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

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

Entries in respect of Leave

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

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

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

Transfer of the Service Book :-

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

Duplicate Service Book :-

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

Preservation :-

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

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STES/Personnel

Processing of Resignation Letters of the Teaching and Non-Teaching Employees.

Following guidelines are prescribed for processing resignation letters of the staff members (both Teaching and Non-Teaching), so as to have uniformity in action and procedure to be followed after receipt of the Resignation Letters. These guidelines shall be applicable uniformly to the Employees working in various Institutes / Colleges / Schools and Other offices under Sinhgad Technical Education Society, Pune; Savitribai Phule Shikshan Prasarak Mandal, Kamalapur, Shrinath Shikshan Prasarak Mandal, Kondhapuri; and Shri Yashwantrao Chavan Shikshan Prasarak Mandal, Mumbai.

Resignation Letter:

- 1) Resignation letter must be addressed to the Founder President / Founder Secretary, in writing as the case may be.
- 2) Employee shall submit such letter to the President / Secretary, through the Heads of the respective Institute / College / School / Office.
- 3) The resignation letter must be signed by the employee. Resignation letter written or signed by any other person, on behalf of the employee shall not be allowed.
- 4) Letter should specifically and clearly mention 'resignation from the service / post'.
- 5) Letter should not contain any conditions / terms or allegations, however if it contains any conditions, terms or allegations, same shall be ignored.

Notice Period:

- 6) Employees who have completed one year or more service will have to give three months' (90 days) notice period for resignation indicating date of discharge from duties, or will have to deposit amount equal to three months' basic pay (i.e. Pay in Pay-Band + Grade Pay) in lieu of the notice period. (STES Circular dated 05-04-2011 & dated 23-04-2011.)
- 7) Those who have put in less than one year service will have to give one month's notice for resignation or to deposit one month's basic pay (i.e. Pay in Pay-Band and Grade Pay) in lieu of the notice period. (STES Circular dated 05-04-2011 & dated 23-04-2011.)
- 8) In case of employees working as Senior Residents/Junior Residents and Tutors in the Medical College & Hospital irrespective of their tenure; will have to give one month's notice for resignation or to deposit one month's basic pay i.e. Pay in Pay-Band and Grade Pay in lieu of the notice period. (Letter No. STES/Personnel / 2011/56, dated 18-04-2011.)

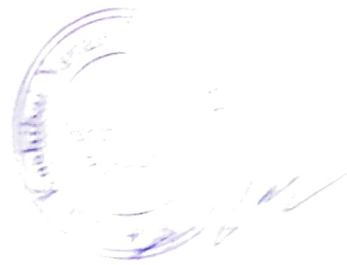


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Vadgaon (Bk.)
Pune-41.

- 9) For the Employees in Dental College and Hospital, who are governed by the rules and regulations of the Dental Council of India,
- (a) Notice period of three months for resignation shall be compulsory as per directions of the Dental Council of India. (STES Circular dated 05-04-2011 & dated 23-04-2011)
 - (b) Option of depositing amount equal to three months' basic pay (pay in Pay Band + Grade Pay) in lieu of the notice period shall not be available to such employees. For them three months notice period is mandatory. (STES Circular dated 05-04-2011)
 - (c) It has been made compulsory to report to the Dental Council of India, all cases of resignation of Teaching staff of Dental College and Hospital
 - (d) No resignation can be accepted if the period of service is less than one year
 - (e) All the matters in respect of resignation are to be reported to the Dental Council of India, New Delhi. (DCI letter No.DI-192-2010/A-8751 dated 02-12-2010)
- 10) Employee submitting resignation while on leave / L.W.P. will have to pay amount equal to three months/ one month basic pay (Pay in Pay Band and Grade Pay) in lieu of the notice period depending upon their period of service as per orders issued from time to time
- 11) Receipt / acknowledgement of the resignation letter should be given to the employee immediately by the authority receiving such letter.
- 12) Notice period for resignation shall be counted from the date of receipt of the resignation letter by the appropriate authorities.

Processing Resignation Letter :

- 13) After acknowledging the receipt of resignation letter, the matter should be processed on priority basis by the Heads of the Institutes. Heads shall submit the resignation letter along with their comments to the President/ Secretary as the case may be for appropriate response. Attention arrangement for carrying out duties of the resigning employee should be made immediately while forwarding the letter of resignation to the President/ Secretary.
- 14) President reserves the right to accept/reject resignation.
- 15) Employee is a full time employee and resignation is accepted, the resignation letter should be accepted, and the employee should be relieved from the duties of the post immediately.
- 16) Employee resigning, if not a full time employee, resignation letter should be accepted and the employee should be relieved from the duties of the post immediately.



17) Generally resignation of the Employee facing disciplinary action, will not be accepted till enquiry is completed.

Other General Guidelines:-

- 18) If date of annual increment of an employee falls during the notice period for resignation (notice period), he will not be eligible to get his annual increment.
- 19) No leave except proportionate casual leave with prior approval and commuted leave supported by medical certificate from registered medical practitioner can be granted to the employee during the notice period. However, decision in this regard shall be taken on merits by the Heads of Institutes / Colleges / School / Offices.
- 20) If employee after submission of resignation letter remains absent from duty, period of absence from duty till date of joining / actual relieving shall be treated as unauthorized absence and shall be converted into Leave Without Pay. Recovery of amount due to L.W.P. shall be effected from the employee.
- 21) Teaching employee while on vacation, if tenders resignation without notice period, such teaching employee shall not be entitled for pay for vacation period. However amount of notice pay shall be recovered from the employee.
- 22) Teaching employee while on vacation, if tenders resignation with appropriate notice period, his vacation period shall be curtailed from the date of his resignation letter. He will have to report for duty and work for entire notice period, otherwise period of vacation from the date of his resignation shall be treated as Leave without Pay and he will not be entitled for any pay for that part of vacation/ notice period.
- 23) Once resignation letter of the employee is accepted, employee will loose all rights arising out of his service. If afterwards such person is again appointed to any post in any of the Institute / College/Office, it shall be treated as fresh appointment for all purposes (pay, leave, etc.).
- 24) Request for withdrawal of resignation if any made by the Employee can be considered by the President before expiry of the notice period.
- 25) Resignation shall be made effective from the date of issue of the final orders or from the date mentioned in the final order.
- 26) Refusal of the resignation if any will be communicated to the Employee immediately and in any case before expiry of the notice period
- 27) Resignation shall not be accepted if it is contrary to the terms and conditions of Appointment or before completion of the Bond period if any.

[Handwritten Signature]
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Principal
Vadgaon (P.K.)
Pune-41



28) Employee resigning from Service will not be relieved from his duties until he completes job assigned to him to the satisfaction of the Competent Authority. Heads of Institute while forwarding resignation letter to the President shall submit his remarks in this respect.

Other Miscellaneous Provisions:-

- 29) Matters regarding payment of dues of the Employee such as E.P.F., GIS, Gratuity, etc shall be processed after he / she has cleared all dues payable and after completion of due requirements.
- 30) Notice period in deserving cases can be waived or reduced as a special case on the condition that employee should deposit appropriate amount of the Basic pay (Pay in pay-band +grade pay) in cash in lieu of the notice period.
- 31) President reserves right to refuse notice period for resignation and to relieve employee with immediate effect.
- 32) President reserves right to interpret above provisions in case of any doubts and decide suitably any dispute arising out of the same.
- 33) Decision of the Founder President in the matter shall be final.

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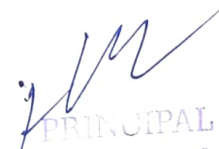
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7.1.10 Circular No.371 dt.01.12.2011

7.1.10 Conduct Rules No.456 dt.
14.03.2012


PRINCIPAL
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College of Engineering
Vadgaon(Bk.) Pune-41.



Computer Literacy :

In 21st century computer is the tool of learning. The main emphasis is on spreading computer awareness in rural areas and creating the spark in them !



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



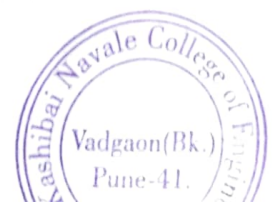
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Teacher training :

Teachers training, where teacher became students and student became instructor to spread computer literacy among rural teaching staff.



PRINCIPAL
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College of Engineering
Vadgaon(Bk.), Pune-41.



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- वाचा : १) आपत्ती व्यवस्थापन कायदा २००५ चे कलम ३०, ३३, ३४, ४१ व ५१
२) साथ रोग अधिनियम १९९७
३) मा.प्रधान सचिव, मदत व पुनर्वसन, महसूल व वने, मंत्रालय, यांचेकडील पत्र दि.०५ फेब्रुवारी २०२०
४) मा. भारत सरकार, गृह मंत्रालय यांचेकडील पत्र क्र.१३७/२०१८/FTS१०५४८, दि.०४/०२/२०२०
५) महाराष्ट्र शासन, सार्वजनिक आरोग्य विभाग, मंत्रालय, मुंबई यांचेकडील पत्र क्र. कोरोना २०२० प्र.क्र.५८/आरोग्य-५ दिनांक.१८ मार्च २०२०
६) मा.आयुक्त पुणे महानगर पालिका व आयुक्त, पिंपरी विचवड महानगर पालिका यांनी कोरोना प्रतिबंधक उपाययोजना संदर्भात तयार केलेला (Containment Plan) आराखडा.

आपत्ती तात्काळ

जिल्हा आपत्ती व्यवस्थापन प्राधिकरण
जिल्हाधिकारी कार्यालय, पुणे
क्र.कक्ष/कोरोना विषाणु/१४६/२०२०
पुणे दिनांक.२०/०३/२०२०

अधिग्रहण आदेश,

ज्याअर्थी, आपत्ती व्यवस्थापन कायदा - २००५ मधील कलम २५ अन्वये जिल्हा आपत्ती व्यवस्थापन प्राधिकरणाची स्थापना करण्यात आलेली आहे. व त्यातील पोट कलम २ (अ) नुसार जिल्हाधिकारी तथा जिल्हादंडाधिकारी हे उक्त प्राधिकरणाचे पदसिद्ध अध्यक्ष आहेत.

आणि ज्याअर्थी, आंतरराष्ट्रीय स्तरावर व देशांतर्गत कोरोना विषाणु संसर्ग वाधित रुग्ण आढळत आहे, तसेच आंतरराष्ट्रीय स्तरावर व देशांतर्गत विमान प्रवासाद्वारे प्रवासी भारतात व इतरत्र प्रवास करीत आहेत. त्यामुळे कोरोना विषाणुचे संशयित रुग्ण पुणे शहरातही आढळून आल्याचे निदर्शनास आले आहे. यामुळे संसर्ग वाढण्याची शक्यता लक्षात घेता त्यावर तात्काळ नियंत्रण करणे व विषाणुच्या संसर्गात अधिक वाढ होऊ न देता तात्काळ उपाया योजना आखणे आवश्यक आहे. सदर संशयित रुग्णामुळे आपत्तीजनक परिस्थिती उदभवू नये यासाठी पुर्वतयारी करणे अगत्याचे आहे.

ज्या अर्थी, मी नवल किशोर राम, अध्यक्ष जिल्हा आपत्ती व्यवस्थापन प्राधिकरण तथा जिल्हाधिकारी पुणे मला प्राप्त अधिकाराच्या अनुषंगाने पुणे जिल्हामध्ये आपत्ती व्यवस्थापन कायदा लागू केला आहे.

त्या अर्थी विदेशी-यावरून पुणे जिल्हामध्ये विमान प्रवासाने येणारे सर्व प्रवासी यांना पुणे कॉरनटाईन कक्षामध्ये वैद्यकीय अधिकारी यांचे देखरेखी खाली ठेवण्यात येणार असून सदर वाढ बंधनकारक करण्यात आली आहे.

Dir / Lead Th
Vadgaon (Bk.)
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त्या अर्थी, मी नवल किशोर राम, जिल्हा आपत्ती व्यवस्थापन प्राधिकरण तथा जिल्हाधिकारी मला प्राप्त अधिकाराच्या अनुषंगाने खाली नमुद केलेली इमारत अधिग्रहण करण्याचा आदेश देत आहे.

- 1) अधिकारी / संस्थेचे नाव :- सिंहगड इंजिनिरींग कॉलेज, वडगांव बुद्रुक, पुणे-४११०४१
- 2) इमारत व सोसायटीचा पत्ता :- वडगांव बुद्रुक, पुणे-४११०४१
- 3) अधिग्रहणाचा कालावधी : आज दि. २१/०३/२०२० पासून ते पुढील आदेश होईपर्यंत.
- ४) अधिग्रहण केलेल्या इमारतीचे क्षेत्रफळ :-

सदरची इमारत चांगल्या परिस्थितीत व इमारतीच्या देखभाली करीता आवश्यक सर्व मनुष्यबळ सोय- सुविधासह तात्काळ हस्तांतरित करण्यात यावी. सदर आदेशाची तात्काळ अमलबजावणी करण्यात यावी.

सदर आदेशाची अमलबजावणी करण्यास विलंब / टाळाटाळ / नकार दिलेस तसेच आदेशाचे उल्लंघन केलेस भारतीय दंड संहिता मधील कलम १८८ व आपत्ती व्यवस्थापन अधिनियम २००५ अन्वये शिक्षेस / गुन्हा दाखल करण्यास पात्र राहिल.

सदरचा आदेश माझ्या सही व शिक्क्याने दिला असे.



Nawal Kishore

(नवल किशोर राम)
जिल्हाधिकारी तथा अध्यक्ष
जिल्हा आपत्ती व्यवस्थापन प्राधिकरण,
जिल्हाधिकारी कार्यालय, पुणे

प्रति,

✓ सिंहगड इंजिनिरींग कॉलेज
वडगांव बुद्रुक

प्रत :- श्री. समन्वय अधिकारी व नियंत्रण अधिकारी
२/- सदर आदेशाची तात्काळ अमलबजावणी करून उक्त नमुद केलेल्या इमारतीचा ताबा तात्काळ घेण्यात यावा व पुढील कार्यवाही करावी.

माथा:-

1. अधिसूचना सार्व.आरोग्य विभाग, गोवळदास तेजपाल रुग्णालय संकुल, मंत्रालय मुंबई क्र. कोरोना-२०२०/प्र.क्र.५८/आरोग्य ५, दिनांक १४/०३/२०२०.
2. आपत्ती व्यवस्थापन कायदा-२००५.
3. भारतीय साथ रोग नियंत्रण अधिनियम-१८९७.
4. महसूल व वन विभाग महाराष्ट्र शासन यांचे आदेश क्र. DMU/२०२०/CR.९२/DISM-१/ दि. १७/०४/२०२०.
5. महसूल व वन विभाग महाराष्ट्र शासन यांचे आदेश क्र. DMU/२०२०/CR.९२/DISM-१/ दि. २१/०४/२०२०.
6. गृह मंत्रालय, भारत सरकार यांचे आदेश क्र. ४०-३/२०२०-DM-II(A) दि. ०१/०५/२०२०.
7. महसूल व वन विभाग महाराष्ट्र शासन यांचे आदेश क्र. DMU/२०२०/CR.९२/DISM-१/ दि. ०१/०५/२०२०.
8. महसूल व वन विभाग महाराष्ट्र शासन यांचे आदेश क्र. DMU/२०२०/CR.९२/DISM-१/ दि. ०२/०५/२०२०.
9. महसूल व वन विभाग महाराष्ट्र शासन यांचे आदेश क्र. DMU/२०२०/CR.९२/DISM-१/ दि. ११/०५/२०२०.
10. महसूल व वन विभाग महाराष्ट्र शासन यांचे आदेश क्र. DMU/२०२०/CR.९२/DISM-१/ दि. ३१/०५/२०२०.
11. मा. अध्यक्ष जिल्हा आपत्ती व्यवस्थापन प्राधिकरण, जिल्हाधिकारी कार्यालय पुणे यांचेकडील आदेश क्र. जि.आ.व्य/कोरोना विषाणू/१८०/२०२० दि. २५/०३/२०२०.
12. मा. अध्यक्ष जिल्हा आपत्ती व्यवस्थापन प्राधिकरण, जिल्हाधिकारी कार्यालय पुणे यांचेकडील आदेश क्र. जि.आ.व्य/कोरोना विषाणू/१५३५/२०२० दि. ०९/०६/२०२०.
13. पुणे महानगर पालिका पुणे यांचेकडील पत्र क्र. आव/६७९/२०२० दि. २९/०६/२०२०



अधिग्रहण आदेश:-

ज्याअर्थी, आपत्ती व्यवस्थापन कायदा-२००५ मधील कलम २५ अन्वये जिल्हा आपत्ती व्यवस्थापन प्राधिकरणाची स्थापना करण्यात आली आहे व त्यातील पोट कलम २ (अ) नुसार जिल्हाधिकारी तथा दंडाधिकारी हे उक्त प्राधिकरणाचे पदसिद्ध अध्यक्ष आहेत.

ज्याअर्थी अंतरराष्ट्रीय स्तरावर व देशांतर्गत कोरोना विषाणू संसर्ग बाधित रुग्ण आढळत आहेत. तसेच अंतरराष्ट्रीय व देशांतर्गत प्रवासाद्वारे आलेल्या प्रवाशांद्वारे याचा संसर्ग होत आहे. कोरोना विषाणूचे संशयित रुग्ण पुणे जिल्ह्यातील ग्रामिण भागात मोठ्या प्रमाणात आढळून येत आहेत. यामुळे संसर्ग वाढण्याची शक्यता लक्षात घेता त्यावर तात्काळ नियंत्रण करणे व विषाणूच्या संसर्गात अधिक वाढ होवू न देता तात्काळ उपाय योजना आखणे आवश्यक आहे. सदर संशयित रुग्णांमुळे आपत्तीजनक परिस्थिती उद्भवू नये यासाठी पुर्वतयारी करणे आगत्याचे आहे.

ज्याअर्थी पुणे जिल्ह्यात आपत्ती व्यवस्थापन कायदा-२००५ तसेच साथ रोग अधिनियम-१८९७ लागू केला आहे व त्यासाठी मला सचिन बारवकर, उपविभागीय अधिकारी हवेली उपविभाग पुणे Incident Commander म्हणून हवेली उपविभागासाठी नेमणूक करणेत आली आहे.

त्याअर्थी पुणे जिल्ह्यात ग्रामिण भागामध्ये कोरोना विषाणूचा प्रादुर्भाव व संभाव्य धोका रोखण्यासाठी, परदेशी प्रवासी, बाहेर गावावरून आलेल्या व्यक्ती, पॉझिटीव्ह आलेल्या रुग्णांच्या संपर्कात आलेल्या व्यक्ती, वयोवृद्ध व्यक्ती व इतर संशयित व्यक्तींना अलगीकरण कक्षामध्ये वैद्यकीय अधिकारी यांचे देखरेखीखाली ठेवण्यात येणार आहे.

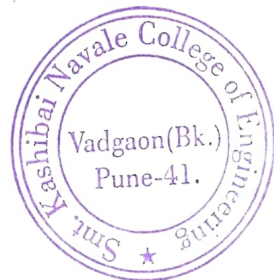
त्याअर्थी मी, सचिन बारवकर सचिन बारवकर, उपविभागीय अधिकारी हवेली उपविभाग पुणे Incident Commander हवेली उपविभाग मला प्राप्त अधिकाराच्या अनुषंगाने खाली नमुद केलेली इमारत यद्वारे अधिग्रहीत करण्याचे आदेश देत आहे.

इमारतीचा पत्ता:- सिंगड टेक्नीकल इन्स्टीट्यूट वडगाव.

अधिग्रहणाचा कालावधी:- दि. २९/०६/२०२० पासून पुढील आदेश होईपर्यंत.

अधिग्रहण केलेल्या इमारतीचा तपशील :- सिंगड टेक्नीकल इन्स्टीट्यूट वडगाव येथील सिंधुदुर्ग इमारत.

सदर इमारत चांगल्या परिस्थितीत व इमारतीच्या देखभालीसाठी आवश्यक सर्व मनुष्यबळ व सायी-सुविधांसह तात्काळ हस्तांतरित करणेत यावी. सदर आदेशाची तात्काळ अंमलबजावणी करणेत यावी.



7.1.10

सदर आदेशाची अंमलबजावणी करण्यास विलंब/ टाळाटाळ/ नकार दिलेस तसेच आदेशाचे उल्लंघन केलेस भारतीय दंड संहिता मधील कलम १८८ व आपत्ती व्यवस्थापन अधिनियम-२००५ अन्वये शिक्षेस/ गुन्हा दाखल करणेस पात्र राहिल.

हा आदेश आज दिनांक २९ जून २०२० रोजी माझ्या सही शिक्क्याने दिला आहे.



Lachya 29/6/20
(सजिन बारवकर)

उपविभागीय अधिकारी हवेली तथा
Incident Commander
उपविभाग पुणे

प्रति,

प्राचार्य,

सिंहगड टेक्नीकल इन्स्टीट्यूट वडगाव, ता. हवेली जि.पुणे

प्रत:-

कामगार तलाठी वडगाव

२/- सदर आदेशाची तात्काळ अंमलबजावणी करून उक्त नमुद केलेल्या इमारतीचा ताबा तात्काळ घेण्यात यावा व पुढील कार्यवाही करावी.

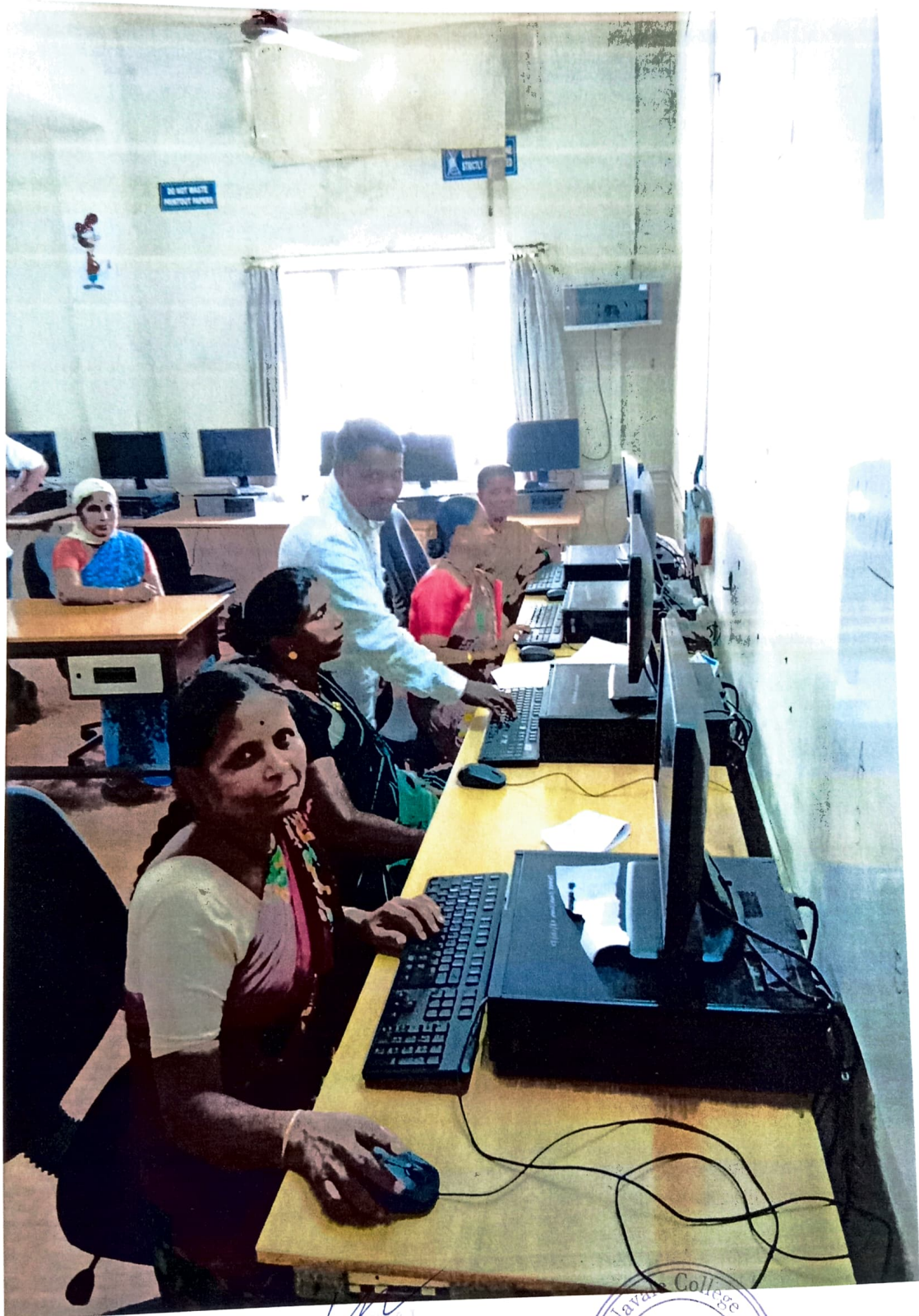
7.1.10



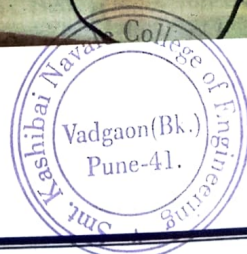
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PRINCIPAL

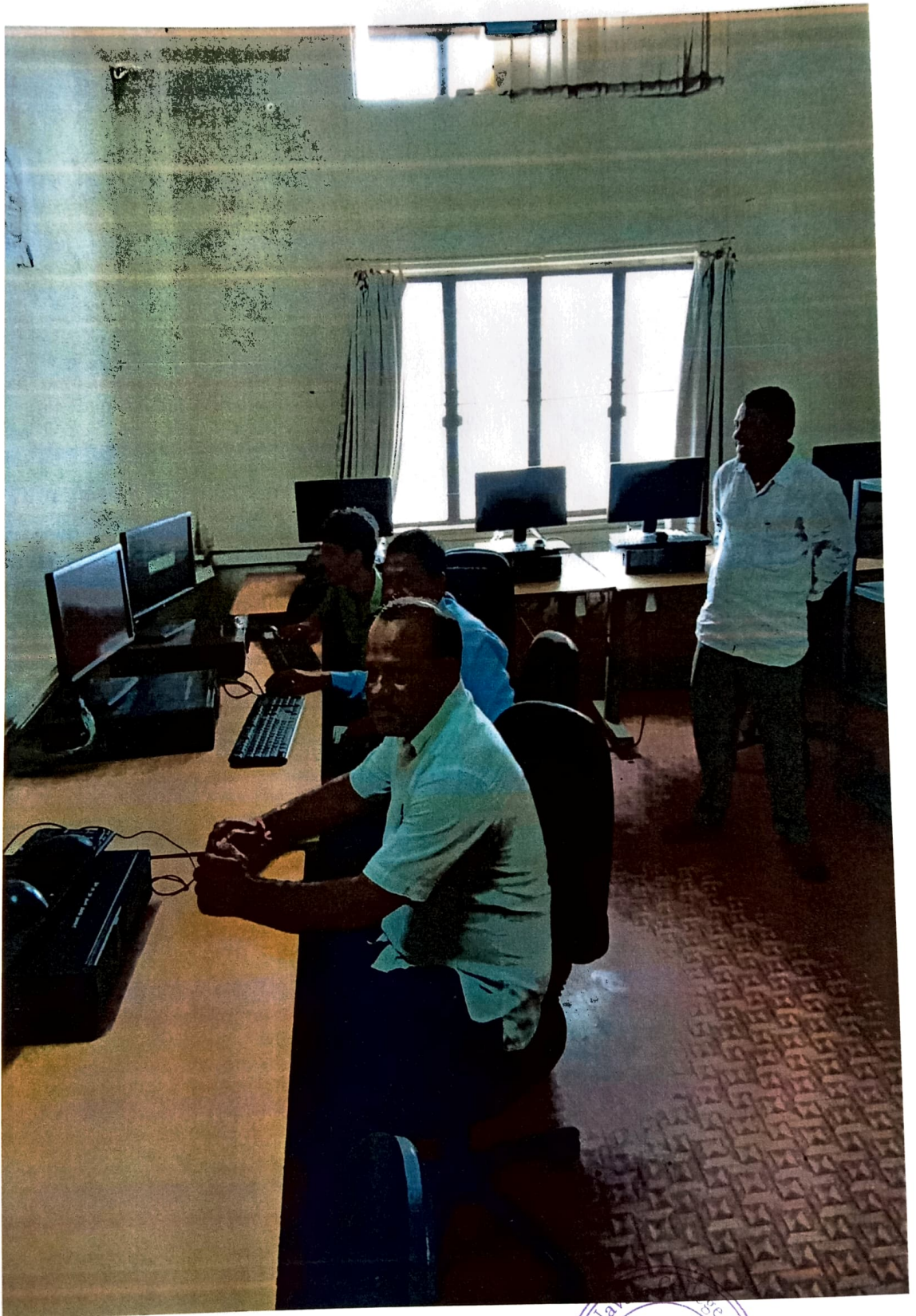
Smt. Kashibai Navale
College of Engineering
Vadgaon (Bk.)
Pune-41.



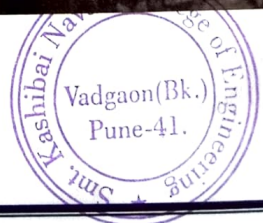


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College of Engineering
Vadgaon(Bk.), Pune-41.





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Smt. Kashibai Navale



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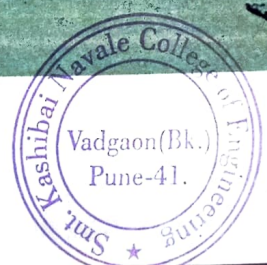
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PRINCIPAL
Smt. Kashibai Navale
College of Engineering
Vadgaon(Bk.), Pune-41.



SINHGAD INSTITUTES - SMT KASHIBAI NAVALE COLLEGE OF ENGINEERING, VADGAON BK.
CAMPUS, PUNE
7.1.10



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



7.1.10



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



Teaching and Career Guidance



All the volunteers, as students of a technical field of education felt it necessary and efficient to help the rural students try and get a general overview of the educational scene in our system as we do have a good idea of it. So the activity to teach students in school was from a perspective of giving them the necessary insight fro opportunities lying ahead of them in regards to education and career prospects in their areas of interest.

It was the skill of the volunteers which made this event a success as an indirect approach was preferred by the volunteers where informal talk generally lead to the discussion of aims and dreams of students. This unique approach lead to a lot of response from the students.

