



Sinhgad Institute of Management and Computer Application, Narhe, Pune 411041



CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

KEY INDICATOR - 6.2 Strategy Development and Deployment

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute has a well-established administrative setup. Several committees are formed at institute level for appropriate coordination of the activities. Due departmental representation is ensured at institute level committees.

Some of the committees for internal coordination and monitoring are listed below:

1. IQAC Committee
2. Anti-Ragging Committee
3. Student Council
4. Right to Information(RTI) Committee
5. Grievance Redressal Committee
6. Internal Complaints Committee
7. Library Committee
8. Research Committee
9. Student Event Committee

All the departments of the institute have departmental committees coordinated by faculty members and monitored by the Head of the Department to keep a check on academics for effective and efficient performance of the department. The service rules and regulations manual are at place for the employees of the institute. These manual details the duties and responsibilities, leave rules, code of conduct, qualifications for recruitment and scales of pay and promotion policy etc. of various categories of employees. The institute has well-designed website which displays all the important information. It also has well defined policy for carrying out various consultancy and research projects.

The institute has Chief Examination Officer (CEO) for coordinating with the departments and the students for university examinations and results, Chief Librarian for library, TPO for Training and Placement , rector and warden for boys' and girls' hostel and mess, Estate officer for regular maintenance of infrastructure facilities in the campus.

The institute has various administrative departments headed by Registrar for smooth functioning of administrative setup. The establishment section looks after the faculty recruitment, implementation of various HR policies like leave management, promotion etc. of employees. The students section looks after for allotment of roll numbers, collection and issuing of documents like bonafide certificate, college leaving certificate and other documents of importance. The scholarship section looks after implementing various public and private scholarship schemes for the benefit of eligible students. The examination section takes care of conduct of internal and external examinations by coordinating with SPPU. The accounts department looks after fee collection from students, salary disbursement of employees, maintaining records of all other financial transactions like purchases, bill settlements etc. It also looks after the financial statements, internal and external audits of the institute.



**Sinhgad Institute of Management and
Computer Application, Narhe, Pune
411041**



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sr.No.	Name of the Member	Designation	Contact No.
01	Dr. Anamika Singh Director	Chairman	9823440067
02	Dr. Vijaya Puranik Management Representative	Member	9822081437
03	Dr. S. U. Gawade Management Representative	Member	9822607221
04	Dr. Milind Marathe Faculty Representative, MBA	Member	9822885236
05	Dr. Rajesh Gawali Faculty Representative, MCA	Member	7219425500
06	Dr. Ashwini Brahme Faculty Representative, MCA	Member	9158982850
07	Dr. Poonam Sawant Faculty Representative, MCA	Member	9604160594
08	Prof. Amit Deshmukh Faculty Representative, MBA	Member	9923254087
09	Prof. Nitin Kanade Faculty Representative, MBA	Member	7038206620
10	Mr. Manish Kasbekar Registrar, Non Teaching Representative	Member	9975549630
11	Ms. Pallavi Khurjekar Admin, Non Teaching Representative	Member	9511645263
12	Ms. Pushpa Ghogare Accounts, Non Teaching Representative	Member	8788015981
13	Mr. Natansh Dubey Alumni Representative, MBA	Member	9673459667
14	Mr. Pritesh Singh Alumni Representative, MCA	Member	9767333310
15	Mr. Surendra More Parent	Member	7517908486
16	Ms. Shivani S. More Students Representative, MBA	Member	9545902998
17	Mrs. Sangeeta A. Tare Parent	Member	9890695071
18	Ms. Apeksha A Tare Students Representative, MCA	Member	9518561553
19	Mr. Uday Zokarkar Industry Invitee	Member	9765391393
20	Mr. Riyaz Lakhani Industry Invitee	Member	9890660086
21	Dr. Prasanna Deshmukh Local Society Representative, Narhe	Member	9923254087
22	Prof. Pradeep Shitole	Member Secretary	9225653740



**Sinhgad Institute of Management and
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411041**



ANTI-RAGGING COMMITTEE

Sr.No.	Name of the Member	Designation
01	DR. ANAMIKA SINGH Director, SIMCA	Chairman
02	MR. PRAMOD GAWALI Representative of the Local Media	Member
03	MR. POPAT BHOSALE Boys Hostel Representative	Member
04	MS. PALLAVI WAGHMARE Girls Hostel Representative	Member
05	DR. RAJESH GAWALI Representative, Teaching Staff	Member
06	DR. ASHWINI BRAHME Representative, Teaching Staff	Member
07	PROF. SWATI GHUDE Representative, Teaching Staff	Member
08	PROF. MANISHA SHINDE Representative, Teaching Staff	Member
09	MR. MANISH KASBEKAR Representative, Non Teaching Staff	Member
10	MS. PRIYA GHADGE Students Representative, MBA	Member
11	MR. PARTH MAMKHAY Students Representative, MCA	Member



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STUDENT COUNCIL

Sr.No.	Name of the Member	Designation
01	DR. ANAMIKA SINGH Director, SIMCA	Chairman
02	PROF. ASHWINI CHAVAN Faculty Member (MCA)	Member
03	DR. SHILPA BHINGARDIVE Faculty Member (MBA)	Member
04	MR. NAVNATH CHOUDHARI Faculty Member (MCA)	Member
05	MS. SAVITA JADHAV Student Representative (MCA III Year)	Member
06	MR. HEMANT PILLAI Student Representative (MCA II Year)	Member
07	MR. ASHISH TIWARI Student Representative (MCA I Year)	Member
08	MR. HAREESH G. Student Representative (MBA I Year)	Member
09	MS. NIKITA SHARMA Student Representative (MBA II Year)	Member

RIGHT TO INFORMATION (RTI) COMMITTEE

Sr.No.	Name of the Member	Designation
01	DR. ANAMIKA SINGH Director, SIMCA	Chairman
02	MR. MANISH KASBEKAR Registrar, SIMCA	Asst. Information Officer



**Sinhgad Institute of Management and
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GRIEVANCE REDRESSAL COMMITTEE

Sr.No.	Name of the Member	Designation
01	DR.ANAMIKA SINGH Director, SIMCA	Chairman
02	DR. SUDESH SHARMA Faculty Reperesentative, MBA	Member
03	PROF. ASHWINI CHAVAN Faculty Reperesentative, MCA	Member
04	PROF. AMIT DESHMUKH Faculty Reperesentative, MBA	Member
05	MS. ANKITA PAWAR Student Reperesentative, MBA	Member
06	MR. SUMEDH MATHULKAR Student Reperesentative, MBA	Member
07	MR. RANJEET SHARMA Student Reperesentative, MCA	Member
08	MS. JASMINE NADAR Student Reperesentative, MCA	Member
09	PROF. PRADEEP SHITOLE	Member-Secretary



**Sinhgad Institute of Management and
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OTHER BACKWARD CLASS (OBC) COMMITTEE

Sr.No.	Name of the Member	Designation
01	DR. ANAMIKA SINGH Director, SIMCA	Chairman
02	DR. RAJESH GAWALI Faculty Representative	Member
03	MRS. CHHAYA TAKAWANE Non Teaching Representative	Member

INTERNAL COMPLAINT COMMITTEE (ICC)

Sr.No.	Name of the Member	Designation
01	DR. ANAMIKA SINGH Director, SIMCA	Chairman
02	PROF. VIKRANT MAHESHWARI Faculty Representative, MBA	Member
03	DR. SHILPA BHINGARDIVE Faculty Representative, MBA	Member
04	PROF. ASHWINI CHAVAN Faculty Representative, MCA	Member
05	MS. NIKITA PAWAR Students Representative, MCA	Member
06	Mr.Bhushan Dudhat Students Representative, MBA	Member



**Sinhgad Institute of Management and
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SC & ST CATEGORY COMMITTEE

Sr.No.	Name of the Member	Designation
01	DR. ANAMIKA SINGH Director, SIMCA	Chairman
02	DR. SHILPA BHINGARDIVE Faculty Representative	Member
03	MR. AMARDEEP GAIKWAD Secretary -Non Teaching Representative	Member
04	MS. PRIYANKA NITIN SONAWANE Student Representative, MCA	Member
05	MS. MUSKAN A SOLANKI Student Representative, MBA	Member



**Sinhgad Institute of Management and
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411041**



RESEARCH COMMITTEE

Sr.No.	Name of the Member	Designation
01	DR. ANAMIKA SINGH Director, SIMCA	Chairman
02	DR. MILIND MARATHE Professor	Member
03	DR. SUDESH KR. SHARMA Associate Professor	Member
04	DR. ASHWINI BRAMHE Assistant Professor	Member
05	DR. POONAM SAWANT Assistant Professor	Member
06	DR. RAJESH GAWALI Assistant Professor	Member

LIBRARY COMMITTEE

Sr.No.	Name of the Member	Designation
01	DR. ANAMIKA SINGH Director, SIMCA	Chairman
02	DR. MILIND MARATHE	Member
03	PROF. RAJESHWARI SHINDE	Member
04	DR. ASHWINI BRAMHE	Member
05	DR. POONAM SAWANT	Member
07	MR. AKSHAY DHOOT Student Representative, MBA	Member
08	MR. RAJ MITHAIWALA Student Representative, MCA	Member
09	MRS. CHHAYA TAKAWANE Secretary & Librarian	Member



**Sinhgad Institute of Management and
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Student Event Committee		
01	Dr. Vijaya Puranik	Chirman
02	Dr. Rajesh Gawali	Member
03	Keshav Pathak	Member
04	Sarika Dafal	Member
05	Minar Shelar	Member
06	Vaishanvi Sawant	Member
07	Mahapatra Soham	Member
08	Prerna Shelar	Member
09	Shrikrishna Wagh	Member
10	Sanskruti Gosale	Member
11	Suryakant Navghare	Member



Please distribute the copies to all Institutes/Colleges and send acknowledgement of the same to HR/Personnel De

SINHGAD TECHNICAL EDUCATION SOC

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

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

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

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

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 Yashwantrao 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.

S.T.E.S's	
Sinhgad Institute of Pharmacy	
Narhe, Pune - 411 041.	
Inward No.	17905
Date	07-12-2011
Sign	[Signature]

(Prof. M. N. Navale)
PRESIDENT

Encl: As above.

To,

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

(P.T.O.)

CONTINUATION SHEET



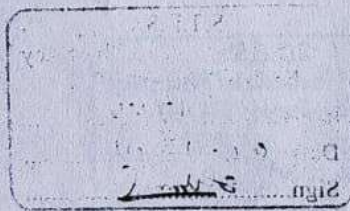
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2. Principals of all Colleges/ Schools of STES, SPSPM, SSPM and SYCSPM,
3. Dean, SKN Medical College and General Hospital, Narhe,
4. Chief Executive Officers of all Campuses of STES, SPSPM and SYCSPM,
5. Resident Officer, SSPM, Kondhapuri,
6. Transport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

[Handwritten signature]



Maintenance of Service books.

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

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

First Page of the Service Book :

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

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

B Name and Designation of the Medical Officer:

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

Entries on Other Pages of the Service-Book

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

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

Other Entries to be taken in the service book :

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

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

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

Entries in respect of Leave

Some pages of 37 columns for calculation of availability, consumption and balance leave (Earned leave, Half Pay Leave etc) have been provided at the end part of the service book. As per existing rules, calculation and credit of Earned Leave and Half Pay Leave is to be calculated half yearly on every 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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- 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.DE-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 orders. Alternate arrangement for carrying out duties of the resigning employee should also be mentioned while forwarding the letter of resignation to the President / Secretary.
- 14) President reserves right to refuse/ accept the resignation.
- 15) Employee shall submit no dues certificates from Finance and Accounts section, Library, Laboratory, Computer section, etc. as will be decided by the Heads of Institutes / Colleges / School / Offices before he is actually relieved of his duties.
- 16) Employee residing in staff quarters shall surrender vacant possession of the quarter to the Estate Office and shall obtain 'no dues certificate' thereof, from Estate Manager / Officer before relieving him from duties / service.

- 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) Status 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.

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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 ~~CAF~~, ~~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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SERVICE BOOK

सेवा पुस्तक

(TO BE KEPT BY GAZETTED & NON GAZETTED OFFICERS)

(राजपत्रित व अराजपत्रित शासकीय कर्मचाऱ्या करीता)

Subject to the Revised Leave Rules, 1981 Promulgated in Government
Notification Finance Department No. 2706-C, Dated 12th November, 1935.

शासकीय अधिसूचना, वित्त विभाग, क्र. २७०६-सी, दिनांक १२ नोव्हेंबर १९३५
(मध्ये प्रस्थापित) महावाष्ट नागरी सेवा (वजा) नियम, १९८१ च्या अधीन.

Name :

Dr. Megha Mehta

Designation :

Asst. Professor .

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

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

CIRCULAR

STES/2019-20/4392

30.01.2020

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

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

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

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

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

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

2. Period of Transfer: -

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

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

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

3. Commencement of Transfer : -

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

4. The Management reserves right to recall employee at any time before expiry of the period of transfer, if his / her services are required by the Institute / College.

5. It shall be open to the borrowing College in Associate Trust to repatriate the employee to the parent Trust / establishment if his / her services are not required for that College. One month prior intimation for such repatriation shall be given to Management by the concerned College. The President shall take decision on such matters by giving hearing to the concerned employee.

6. **Lien** : Lien of the employee if acquired on his / her officiating post / position on the establishment of Institute / College in parent Trust shall be protected during the period of his / her transfer to the borrowing colleges.

7. **Pay** : During period of transfer the employee shall get same amount of pay as per his / her last pay drawn in earlier officiation and allowances as per rates admissible in transferred college / institute, however date of annual increments shall remain same.

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

A handwritten signature in black ink, consisting of several loops and a vertical stroke.



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



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

President / Vice President

To,

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

Copies to :

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

