

Criterion 6. Governance, Leadership and Management

Key Indicator 6.3: Faculty Empowerment Strategies

6.3.1: *The institution has effective welfare measures for teaching and non- teaching staff*

The institute has various welfare measures for teaching and non-teaching staff. The employees are well informed about pay scale, all types of leaves, medical facilities, campus clinic, staff quarter allotments etc. Other facilities like banks, ATM, general store, sports facilities are also available in campus.

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1. Support to Study

Application Forwarded to President, STES for Approval

SINHGAD TECHNICAL EDUCATION SOCIETY'S®
S. K. N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

(Approved by AICTE, Recognised by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)
 S. No. 10/1, Ambegaon (Bk.), Pune - 411041. Phone : +91 20 2435 4036
 Telefax: +91 20 2435 4036 Email : director_sksnsm@sinhgad.edu

Prof. M. N. Navale
 M.E. (Elect.) MIE, MBA
 Founder President

Dr. (Mrs.) Sunanda M. Navale
 B.A., M.P.M., Ph.D.
 Founder Secretary

Dr. Rajashree Shinde
 M.Com., M.Ed., M.P.M., FDPM(IIM), Ph.D.
 Director

SKNSSBM/Inter-Office/2020-21/445 J7

Date: 18/06/2021

To,

Prof. M.N. Navale
Hon. Founder President
STES, Karve Road, Pune

Subject: Applications forwarded for approval of those who are doing Research/
 Degree/ Higher Studies or Graduate level Programs.

Ref: STES/2020-21/3761 Dated: 16/03/2021.

Respected Sir,

With reference to the above mentioned circular, STES/2020-21/3761 Dated:
 16/03/2021, we are herewith forwarding you the details of staff who are doing
 Research/ Degree/ Higher Studies or Graduate level Programs.

Teaching Staff

Sr. No.	Description	Designation	Research/ Degree/Post Graduation	Institute Name & University	Year of Admission
1	Dr. Rahul Wagh	Asst. Professor	LLB - 3 year	Sinhgad Law College	2020
			Post-Doctoral	Applied & Awaited for approval from - SPPU	-
2	Dr. D.P. Rane	Asst. Professor	LLB - 3year	Sinhgad Law College	2018
3	Dr. Sadhana Ogale	Asst. Professor	Post-Doctoral	Applied & Awaited for approval from - SPPU	-
4	Mrs. Kalpana Sayankar	Asst. Professor	Ph.D	Sinhgad Institute of Management & Computer Application, SPPU	2020
5	Mrs. Mayuri Yadav	Asst. Professor	Ph.D	Sinhgad Institute of Management, SPPU	2020
6	Mrs. Mayuri Yadav	Asst. Professor	DLL - one year course	Sinhgad Law College	2020
7	Mrs. Manjula Dhulipala	Asst. Professor	Ph.D	Sinhgad Institute of Management & Computer Application, SPPU	2018
8	Mr. Sanchit Pansare	Asst. Professor	Ph.D	Sinhgad Institute of Management, SPPU	2019
9	Mrs. Sheetal Sarnot	Asst. Professor	Ph.D	Neville Wadia Institute of Management & Research, SPPU	2020
10	Mr. Pravin Bodade	Asst. Professor	Ph.D	Kavayitri Bahinabai Chaudhari, North Maharashtra University	2017
11	Mrs. Prapti Dhanshetti	Asst. Professor	Ph.D	Sinhgad Institute of Management, SPPU	2018



Prof. M. N. Navale
M.E. (Elect.) MIE, MBA
Founder President

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B.A., M.P.M., Ph.D.
Founder Secretary

Dr. Rajashree Shinde
M.Com., M.Ed., M.P.M., FDPM(IIMA), Ph.D.
Director

Non - Teaching Staff

Sr. No.	Description	Designation	Post-Graduation	Institute Name	Year of Admission
1	Mr. Mahesh Shinde	Asst. Administrative Officer	MBA	NBN Sinhgad School Of Managements Studies	2020
2	Mrs. Sushma Kumbhar	Accounts Clerk	MBA	NBN Sinhgad School Of Managements Studies	2020

Kindly approve:-

Regards,

Dr. Rajashree Shinde
Director, SKNSSBM
Director

S.K.N. Sinhgad School of Business Management
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041

Encl.: Applications of staff

Approval of President, STES for Higher Studies**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

28.06.2021

STES/2021-22/752

To,

The Director
SKN Sinhgad School of Business Management
Ambegaon (Bk), Pune

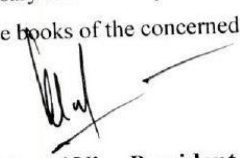
Sub : Regarding post-facto approval of President for higher studies**Ref : Your letter No.SKNSSBM/Inter-Office/2020-21/17 dt. 18.06.2021**

With reference to your letter dt. 18.06.2021 on the above subject, you are informed that -

Post-facto approval is granted to pursue higher studies in respect of the faculties and non-teaching employees in SKN Sinhgad School of Business Management as a special case.

Sr. No.	Name of Faculty/ Employee	Designation	Emp. Code	Details of Higher Education - pursuing
1	Dr. Rahul Wagh	Assistant Professor	11978	LLB (3 Yr.) Post-Doctoral
2	Dr. D.P. Rane	Assistant Professor	20178	LLB (3 Yr.)
3	Dr. Sadhana Ogale	Assistant Professor	13093	Post-Doctoral
4	Mrs. Kalpana Sayankar	Assistant Professor	19226	Ph.D.
5	Mrs. Mayuri Yadav	Assistant Professor	19223	Ph.D. DLL (1 Yr.)
6	Mrs. Manjula Dhulipala	Assistant Professor	11978	Ph.D.
7	Mr. Sanchit Pansare	Assistant Professor	19816	Ph.D.
8	Mrs. Sheetal Sarnot	Assistant Professor	20176	Ph.D.
9	Mr. Pravin Bodade	Assistant Professor	12712	Ph.D.
10	Mrs. Prapti Dhanshetti	Assistant Professor	18053	Ph.D.
11	Mr. Mahesh Shinde	Asst. Admin. Officer	10947	MBA
12	Mrs. Sushma Kumbhar	Accounts Clerk	11355	MBA

Necessary note in respect of ex. post-facto approval as above may be taken in the personal file and service books of the concerned.



President / Vice President

Copies to : Personal files

2. All Types of Leaves

Teaching Staff – Medical Leave

Annexure 3

Form No: ADM 11

SINHGAD TECHNICAL EDUCATION SOCIETY
S. K. N Sinhgad School of Business Management
 Sr. No. 10/01, Ambegaon (Bk.), Pune- 411041

APPLICATION FOR EARNED LEAVE /COMMUTED (MEDICAL) HALF PAY LEAVE/LEAVE WITHOUT PAY

DATE: - 01/04/2024

Name : Roza Parashar Designation Asst. Professor

Sir / Madam,

Kindly sanction me 03 days leave from 26/03/2024 to 28/03/2024

Prefix / suffix (being Saturday/Sunday / Holiday) _____ Total Period 03 days

I will be reporting my duty on 01/04/2024

Reason for Leave Not feeling well & son not feeling well

Alternative arrangement made during the leave period:-

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1	<u>Sheetal Sarnot</u>	<u>Asst. Prof.</u>	<u>[Signature]</u>

Thanking You

Yours Faithfully

[Signature]

Date: - 01/04/24

Signature of Applicant

Remark of Establishment section regarding balance of leave:

Earned Leave Account

Commuted (Medical) Half Pay Leave Account

Earned Leave Due : _____ days

Commuted (Medical) Half Pay Due : 06 days

Earned LeaveAvailed : _____ days

Commuted (Medical) Half PayAvailed : 06 days

Balance of EarnedLeave: _____ days

Commuted (Medical) Half PayBalance : 00 days

Leave Without Pay _____ Days

Recommended / ~~Not Recommended~~

Leave Sanctioned / Not Sanctioned

[Signature]

Director
Stamp /Seal

President/ Secretary/Vice President



C. T. CARE HOSPITAL
SINCE 1987

Captain's Corner, Bhadgaon Road, Chalisgaon, Dist. Jalgaon - 424101 Phone:- 02589 - 222636/37

Date : 01/04/2024

MEDICAL CERTIFICATE

To Whomsoever It may Concern

This is to certify that

Mr. / Mrs. / Miss Rona A Parashar

is / was under my treatment for viral fever & weakness


since 25/03/2024 to 29/03/2024

He / She is / was advised medical treatment and rest for
this period.

He / She is medically fit to resume his / her duties

from 01/04/2024


C. T. CARE HOSPITAL
Captain's Corner, Bhadgaon Road,
Chalisgaon, Dist- Jalgaon. 424101
Seal / Reg. No.


Dr. Aniket C. Pawar
MBBS; M.D (Medicine)
Consulting Physician
ICU & Isolation Unit Incharge
Reg.No. 2014/05/1994
Doctor's Signature

Non-Teaching Staff – Medical Leave

Annexure 2 Form No: ADM 10

SINHGAD TECHNICAL EDUCATION SOCIETY
S. K. N Sinhgad School of Business Management
 Sr. No. 10/01, Ambegaon (Bk.), Pune- 411041

APPLICATION FOR EARNED LEAVE /COMMUTED (MEDICAL) HALF PAY LEAVE/LEAVE WITHOUT PAY

DATE: - 10/04/2023

Name : Asha Shashikant more Designation Jr. Clerk

Sir / Madam,


Kindly sanction me 03 days leave from 05/04/23 to 07/04/23

Prefix / suffix (being Saturday/Sunday / Holiday) _____ Total Period 05 days

I will be reporting my duty on 10/04/23

Reason for Leave Not Well (Fever)

Alternative arrangement made during the leave period:-

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1	Mrs. Shailda Jangam	Jr. Clerk	

Thanking You

Yours Faithfully

Date: - 10/04/23


Signature of Applicant

Remark of Establishment section regarding balance of leave:

Earned Leave Account

Commuted (Medical) Half Pay Leave Account

Earned Leave Due : _____ days

Commuted (Medical) Half Pay Due : 58 days

Earned LeaveAvailed : _____ days

Commuted (Medical) Half PayAvailed : 06 days

Balance of EarnedLeave: _____ days


Commuted (Medical) Half PayBalance : 52 days

Leave Without Pay _____ Days

Recommended / ~~Not Recommended~~

Leave Sanctioned / ~~Not Sanctioned~~


Director


President/Secretary/Vice President

Stamp/Seal
Director

FOUNDER SECRETARY
Sinhgad Technical Education Society

S.K.N. Sinhgad School of Business Management
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041

Shree Datta Clinic

Ganraj App. Near Pragti Hostel, Sinhgad College Road,
Vadgaon Bk. Pune - 411041.
☎ 02024350606 Mob.: 9226142822

Dr. Shivaji Kolhe B.A.M.S. CGO. DYA Reg. No.: I-49073-A	CERTIFICATE	Dr. Shital Kolhe B.A.M.S. Reg. No. : I-57401-A
--	--------------------	---

376 Date 13/04/2023

This is to certify that

Mr. / Mrs. / Miss Asha More

is / was under my treatment for Viral Fever


on

Date 05/04/2023 to 07/04/2023

He / she is / was advised complete bed rest for this period Bedrest

He / she is / was medically fit to resume his / her duty on

date 08/04/2023


 Signature & Stamp

Dr. Shivaji S. Kolhe
 B.A.M.S. CGO. DYA
 Reg. No. I-49073-A

Non-Teaching Staff - Earned Leave

Annexure 2 Form No: ADM 10

SINHGAD TECHNICAL EDUCATION SOCIETY
S. K. N Sinhgad School of Business Management
 Sr. No. 10/01, Ambegaon (Bk.), Pune- 411041

APPLICATION FOR EARNED LEAVE /COMMUTED (MEDICAL) HALF PAY LEAVE/LEAVE WITHOUT PAY

DATE:-26/06/2023

Name : Sharodini M. Sanas Designation Accounts clerk

Sir / Madam,

Kindly sanction me 5 days leave from 19/06/2023 to 23/06/2023

Prefix / suffix (being Saturday/Sunday / Holiday) _____ Total Period 9 days

I will be reporting my duty on 26/06/2023

Reason for Leave Accident Injury to my leg and followd treatment of fever cough, and draughts was not well

Alternative arrangement made during the leave period:-

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1	<u>Sushma Kumbhar</u>	<u>Accounts clerk</u>	<u>[Signature]</u>

Thanking You

Yours Faithfully

Date:- 26/06/2023

Sanas S.M.
Signature of Applicant

Remark of Establishment section regarding balance of leave:

Earned Leave Account	Commuted (Medical) Half Pay Leave Account
Earned Leave Due : <u>262</u> days	Commuted (Medical) Half Pay Due : <u>-</u> days
Earned LeaveAvailed : <u>05</u> days	Commuted (Medical) Half PayAvailed : <u>-</u> days
Balance of EarnedLeave: <u>257</u> days	Commuted (Medical) Half PayBalance : <u>-</u> days
Leave Without Pay : _____ Days	

Recommended / ~~Not Recommended~~

[Signature]
Director
Stamp /Seal

Director

S. K. N. Sinhgad School of Business Management
 S. No. 10/1, Ambegaon (Bk.), Pune - 411041

Leave Sanctioned / ~~Not Sanctioned~~

APPROVED
[Signature]
 President/Secretary/Vice-President
 S. K. N. SINHGAD M. NAVALE
 FOUNDER SECRETARY
 Sinhgad Technical Education Society

Non-Teaching Staff – Casual Leave

Form No: ADM -10

Annexure 2

SINHGAD TECHNICAL EDUCATION SOCIETY
S. K. N Sinhgad School of Business Management
 Sr. No. 10/01, Ambegaon (Bk.), Pune- 411041

APPLICATION FOR CASUALLEAVE /COMPENSATORYOFF LEAVE

DATE: 04/03/2024

Name: Mr. Santoshkumar B. Bankar Designation Asst. Registrar

Sir / Madam,


Kindly sanction me 01 days leave from 18/03/2024 to 18/03/2024

Prefix / Suffix (being Saturday/Sunday / Holiday) _____ Total Period 03 days

I will be reporting my duty on 19/03/2024

Reason for Leave Nephew's marriage ceremony

Alternative arrangement made during the leave period:-

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1	<u>Mr. Mahesh B. Shinde</u>	<u>Administrative officer</u>	

Thanking You

Yours Faithfully

Date: - 04/03/2024


 Signature of Applicant

Remark of Establishment section regarding balance of leave:

Casual Leave Account

CasualLeave Due : 07 days

CasualLeaveAvailed: 07 days

CasualLeave Balance: 06 days st

Compensatory Off Leave Account

Compensatory Off. Due : _____ days

Compensatory Off. Availed : _____ days

Compensatory Off. Balance : _____ days

Recommended / ~~Not Recommended~~



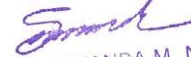
Director
 Stamp/Seal

Director

S.K.N. Sinhgad School of Business Management
 S. No. 10/1, Ambegaon (Bk.), Pune - 411041

Leave Sanctioned / ~~Not Sanctioned~~

APPROVED



Dr. (Mrs.) SUNANDA M. NAVALE
 President/ Secretary/Vice President
 Sinhgad Technical Education Society

Teaching Staff - Casual Leave

Form No: ADM -10

Annexure 2

SINHGAD TECHNICAL EDUCATION SOCIETY
S. K. N Sinhgad School of Business Management
 Sr. No. 10/01, Ambegaon (Bk.), Pune- 411041

APPLICATION FOR CASUALLEAVE /COMPENSATORYOFF LEAVE

DATE: 21/11/23

Name: Dr. Shalaka Sakhralkar Designation Asst. Prof.

Sir / Madam,


Kindly sanction me 01 days leave from 20/11/23 to 20/11/23

Prefix / Suffix (being Saturday/Sunday / Holiday) _____ Total Period 01 days

I will be reporting my duty on 21/11/23

Reason for Leave Personal


Alternative arrangement made during the leave period:-

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1	Prof. Kalpana Sayantkar	Asst. Prof.	

Thanking You

Yours Faithfully

Date: - 21/11/23


Signature of Applicant

Remark of Establishment section regarding balance of leave:

Casual Leave Account

Compensatory Off Leave Account

CasualLeave Due : 9.5 days

Compensatory Off. Due : _____ days

CasualLeaveAvailed: 01 days

Compensatory Off. Availed : _____ days

CasualLeave Balance: 8.5 days

Compensatory Off. Balance : _____ days

Recommended / ~~Not Recommended~~

Leave Sanctioned / Not Sanctioned


Director
Stamp/Seal

President/ Secretary/Vice President

Teaching Staff - Duty Leave

SINHGAD TECHNICAL EDUCATION SOCIETY
S. K. N Sinhgad School of Business Management
 Sr. No. 10/01, Ambegaon (Bk.), Pune- 411041

APPLICATION FOR ON DUTY LEAVE

DATE: - 06/02/2024

Name: Dr. Sangita Garde Designation Associate Prof.
 Department MBA

Sir / Madam,

Kindly sanction me Leave From 07/02/2024 to 07/02/2024

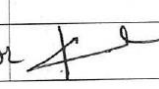
Total 1 days

I will be reporting my duty on 08/02/2024

Reason External Examiner for SIP at AISSMS, Pune.

Please attach the relevant supporting document

Alternative arrangement made during the leave period:-

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1	<u>Kalpna Sayamben</u>	<u>Asst. Professor</u>	

Thanking You

Yours Faithfully



Date: - 06/02/2024

Signature of Applicant

Remark By, A.O: _____

Recommended / ~~Not Recommended~~

Leave Sanctioned / Not Sanctioned


 Director
 Stamp /Seal

President/ Secretary/Vice President

2/6/24, 4:12 PM

Gmail - Fwd: Appointment of External Examiner for Project Viva Voce.



Sangita Gorde <sangitaugorde@gmail.com>

Fwd: Appointment of External Examiner for Project Viva Voce.

1 message

5 February 2024 at 14:51

Charulata Bhaisare <charulatabhaisare@aisssmion.org>
To: Sangita Gorde <sangitaugorde@gmail.com>

----- Forwarded message -----

From: Charulata Bhaisare <charulatabhaisare@aisssmion.org>
Date: Mon, Feb 5, 2024 at 1:21 PM
Subject: Appointment of External Examiner for Project Viva Voce.
To: sangeetagorde@gmail.com <sangeetagorde@gmail.com>

Respected Dr. Sangeeta Gorde

As per the directive received from Savitribai Phule Pune University (SPPU), we cordially invite you as a External Examiner for Summer Internship Project 9 SIP) Viva Voce of MBA semester III student for Nov-2023 at All India Shri Shivaji Memorial Society, Institute of Management.
The Detail Schedule are as follows:-

Day - Wednesday
Date - 07/02/2024
Time - 9.30 Am
Venue - AISSMS IOM ,Pune

Thank You... !

Regards
Prof. Charulata Bhaisare
Assistant Professor
SIP Co-ordinator
AISSMS IOM
Mob- 9420683633

One attachment• Scanned by Gmail

Non -Teaching Staff - Duty Leave

SINHGAD TECHNICAL EDUCATION SOCIETY
S. K. N Sinhgad School of Business Management
 Sr. No. 10/01, Ambegaon (Bk.), Pune- 411041

APPLICATION FOR ON DUTY LEAVE

DATE: 31 / 01 / 2024

Name: MS. Akshada Mayur Kumbhar. Designation Training & Placement Assistant.

Department MBA

Sir / Madam,

Kindly sanction me Leave From 30.01.2024 to 30.01.2024

Total 1 days

I will be reporting my duty on 31.01.2024

Reason going to campus drive @ wagholi

Please attach the relevant supporting document

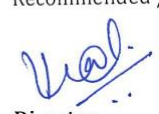

Alternative arrangement made during the leave period:-

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1	—	—	—

Thanking You Yours Faithfully

Date: 31/01/24 Akshada
Signature of Applicant

Remark By, A.O: _____

Recommended / Not Recommended	Leave Sanctioned / Not Sanctioned
 Director Stamp /Seal Director S.K.N. Sinhgad School of Business Management S. No. 10/1, Ambegaon (Bk.), Pune - 411041	APPROVED  President/ Secretary/Vice President Dr. (Mrs.) SUMAN R. NAVALE FOUNDER SECRETARY Sinhgad Technical Education Society

1/31/24, 9:45 AM

Sinhgad Technical Education Society Mail - To appoint a TPO for Pool Campus Coordination.



Dr.Prachi Pargaonkar <sknssbm.placement@sinhgad.edu>

To appoint a TPO for Pool Campus Coordination.

Director CPC Placement <directorcpc.placement@sinhgad.edu>
To: "Dr. Prachi Pargaonkar Director, SKNSSBM" <director_sknssbm@sinhgad.edu>
Cc: Rajashree Shinde <sknssbm.placement@sinhgad.edu>

29 January 2024 at 13:13

Respected Madam,

This is to inform you that we have received the requirement details of Realty Assistant Pvt. Ltd from your campus coordinator. Realty Assistant Pvt. Ltd is conducting pool campus activity in G.H Raison College of Engineering, Wagholi. It's a request to assign a TPO for coordination of the drive. We are expecting the TPO to take attendance of students, photographs of the process & coordinate with the company HR / host college coordinator for an interview process. Total 33 students have registered for the company.

Please let us know the name of the TPO who is going to coordinate the process so as to inform the company accordingly.

Regards,
Dr. Jayesh L Minase
Dean
Central Placement Cell
Sinhgad Management Institutes.
Working Hours: Mon- Fri | 10:00 am - 5:00 pm.

Sinhgad Central Placement Cell,
4th Floor, Sinhgad Institute of Management Building,
Sr. No 44/1, Vadgaon Bk, Off Sinhgad Road, Pune - 411041
Email id:directorcpc.placement@sinhgad.edu | URL: www.sinhgad.edu |
Priyanka Karande - 9552569861/Shweta Pawar -9552510910/Sapna Aher - 9552510911

Sinhgad Technical Education Society | www.sinhgad.edu

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<https://mail.google.com/mail/u/0/?ik=9363d509f8&view=pt&search=all&permmsgid=msg-f:1789409878739507620&siml=msg-f:1789409878739507620> 1/

1/31/24, 9:46 AM

Sinhgad Technical Education Society Mail - To appoint a TPO for Pool Campus Coordination.



Dr.Prachi Pargaonkar <sknssbm.placement@sinhgad.edu>

To appoint a TPO for Pool Campus Coordination.

Director CPC Placement <directorcpc.placement@sinhgad.edu>
To: "Dr. Prachi Pargaonkar Director, SKNSSBM" <director_sknssbm@sinhgad.edu>
Cc: Rajashree Shinde <sknssbm.placement@sinhgad.edu>

29 January 2024 at 13:35

Respected Madam,

Kindly note that the date of the Pool campus drive is 30th Jan.2024.
So please let us know the name of the respective TPO who will coordinate the process.

Regards,
Dr. Jayesh L Minase
Dean
Central Placement Cell
Sinhgad Management Institutes.
Working Hours: Mon- Fri | 10:00 am - 5:00 pm.

Sinhgad Central Placement Cell,
4th Floor, Sinhgad Institute of Management Building,
Sr. No 44/1, Vadgaon Bk, Off Sinhgad Road. Pune - 411041
Email id:directorcpc.placement@sinhgad.edu |URL: www.sinhgad.edu |
Priyanka Karande - 9552569861/Shweta Pawar -9552510910/Sapna Aher - 9552510911

[Quoted text hidden]

Non-Teaching Staff - Compensatory Off Leave

Form No: ADM -10

Annexure 2

SINHGAD TECHNICAL EDUCATION SOCIETY
S. K. N Sinhgad School of Business Management
 Sr. No. 10/01, Ambegaon (Bk.), Pune- 411041

APPLICATION FOR CASUALLEAVE /COMPENSATORYOFF LEAVE

DATE: 10/10/23

Name: Mrs. MUKTA PUKAR Designation Sweeper

Sir / Madam,

Kindly sanction me 02 days leave from 04/10/23 to 05/10/23

Prefix / Suffix (being Saturday/Sunday / Holiday) _____ Total Period 02 days

I will be reporting my duty on 09/10/23

Reason for Leave Daughter in Law delivery

Alternative arrangement made during the leave period:-

Sr.No	Name of the Alternative Staff Member	Designation	Signature
1	Mrs. Anita Dodkar	Sweeper	Anita D. Dodkar

Thanking You

Yours Faithfully

Date: 10/10/23

(Signature)
 Signature of Applicant

Remark of Establishment section regarding balance of leave:

Casual Leave Account

CasualLeave Due : _____ days

CasualLeaveAvailed: _____ days

CasualLeave Balance: _____ days

Compensatory Off Leave Account

Compensatory Off. Due : 02 days

Compensatory Off. Availed : 02 days

Compensatory Off. Balance : 00 days

Recommended / ~~Not Recommended~~

(Signature)
 Director

Stamp/Seal
 Director

S.K.N. Sinhgad School of Business Management
 S. No. 10/1, Ambegaon (Bk.), Pune - 411 041

Leave Sanctioned / ~~Not Sanctioned~~

APPROVED

(Signature)

Dr. (Mrs.) SUNANDA M. NAVALE
 FOUNDER SECRETARY
 President/ Secretary/Vice President

SINHGAD TECHNICAL EDUCATION SOCIETY'S
S. K. N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT
 (Approved by AICTE, Recognized by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)
 S. No. 10/1, Ambegaon (Bk.), Pune - 411041 Phone +91 20 2435 4036
 Telefax: +91 20 2435 4036 Email : director_sksbm@sinhgad.edu

Prof. M. N. Navale M.E (Elect.) MIE, MBA Founder President	Dr. (Mrs.) Sunanda M. Navale B.A. M.M. Ph.D. Founder Secretary	Dr. Prachi Pargaonkar M.Com., Ph.D., FCA Director
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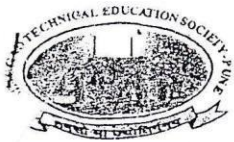
Date: 10/10/23

Compensatory off Letter

Name of Staff	Designation	Holiday Working Date	Work Type	C.off taken Date	Remark
Mrs. Mukta Pykar	Shepper	13/08/23 & 16/08/23	CAP round	485 Oct 2023	Adm- work


 Dr. Prachi Pargaonkar
 Director

3. EMBF Deduction from Salary



SINHGAD TECHNICAL EDUCATION SOCIETY

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

S. No. 44/1, Vadgaon (Budruk), Off Sinhgad Road, Pune - 411 041. Tel. / Fax : (020) 2435 4721 Email : stes@sinhgad.edu

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

MRS. SUNANDA F. NAVALE
B.A., MPM
SECRETARY

No.STES/Dir(Admn)/P.A.Insurance/2011-12/ 37

Date: 19 MAY 2011

: C I R C U L A R :

Subject- Personal Accident Policy with Hospitalisation expenses cover.
Insured amount Rs. 1,00,000 (Rupees one lakh)-
Policy No. 160800/42/11/05/00000096

Ref- Employees Mutual Benevolent Fund (EMBF)

The Sinhgad Technical Education Society had obtained the Personal Accident Policy with Hospitalisation Expenses Cover for the amount of Rs. 1,00,000 (Rupees One lakh only) to all employees of Sinhgad Technical Education Society. It has been decided to continue the same Policy further for the benefit of the employees. The Policy has, therefore, been renewed from 10/05/2011 to midnight of 09/05/2012 and United India Insurance Company Ltd. will administer the Policy.

The main features of this Personal Accident Policy are as mentioned below:

- (A) 1. All employees of STES contributing towards EMBF are covered under the P.A. policy and can avail of this Insurance Cover in case of any accident taking place any time and anywhere in India. **Family members are not covered.**
2. Hospitalisation expenses arising ONLY out of accident of the employee upto an amount of Rs. 1,00,000/- (One lakh only) are covered.
3. Apart from the coverage of above-mentioned hospitalization expenses, upto Rs. 1,00,000/- (Rs. One lakh only) and if unfortunately the patient dies, the Patient's legal heirs will be entitled for insured amount of Rs. 1,00,000/- (One lakh only).
4. The Premium of the P.A. Policy will be paid from the contribution of EMBF. No additional deductions from the salary.

SKN Sinhgad School Of Business Management
Sr. No.10/1 Ambegaon Bk, Pune 411041
Salary Slip for the month of Nov/2023

Emp ID	11975	Employee Name:	Dr. Sangita Ulhas Gorde
Pay Days	30	DOJ	02/06/2023
Designation	Associate Professor	Pay Band	13A1T
Category	Teaching	PAN	ANMPG5533F
LWP Days	0	App. Campus	

Earnings	Amount	Deductions	Amount
BASIC	1,61,600.00	PT	200.00
DA	6,464.00	TDS	47,391.00
HRA	38,784.00	EMBF	20.00
TA	5,400.00	REV Stmp	1.00
CLA	300.00		
Total	2,12,548.00	Total	47,612.00
Net Pay	1,64,936.00		
In Words	Rupees One Lakh Sixty Four Thousand Nine Hundred Thirty Six Only		
		Signature	

Since this is a computer generated document, no signature is required



SKN Sinhgad School Of Business Management
Sr. No.10/1 Ambegaon Bk, Pune 411041
Salary Slip for the month of Dec/2023

Emp ID 7614
Pay Days 31
Designation Junior Clerk
Category Non Teaching
LWP Days 0

Employee Name: Ms. Asha Shashikant More
DOJ 02/06/2008
Pay Band S6
PAN ASBPB7989E
App. Campus Ambegaon Campus

Earnings	Amount	Deductions	Amount
BASIC	30,200.00	PT	200.00
DA	1,208.00	EMBF	10.00
HRA	7,248.00	REV Stmp	1.00
TA	2,700.00		
CLA	125.00		
Total	41,481.00	Total	211.00
Net Pay	41,270.00		
In Words	Rupees Forty One Thousand Two Hundred Seventy Only		
		Signature	

Since this is a computer generated document, no signature is required



SKN Sinhgad School Of Business Management

Sr. No.10/1 Ambegaon Bk, Pune 411041

Salary Slip for the month of Dec/2023

Emp ID 10083
Pay Days 31
Designation Sweeper
Category Non Teaching
LWP Days 0

Employee Name: Ms. Mukta Narayan Pukale
DOJ 01/11/2009
Pay Band S1
PAN BPPPP5646Q
App. Campus Ambegaon Campus

Earnings	Amount	Deductions	Amount
BASIC	22,800.00	PT	200.00
DA	912.00	EMBF	10.00
HRA	5,472.00	REV Stmp	1.00
TA	1,000.00		
CLA	125.00		
Total	30,309.00	Total	211.00
Net Pay	30,098.00		
In Words Rupees Thirty Thousand Ninety Eight Only			
			Signature

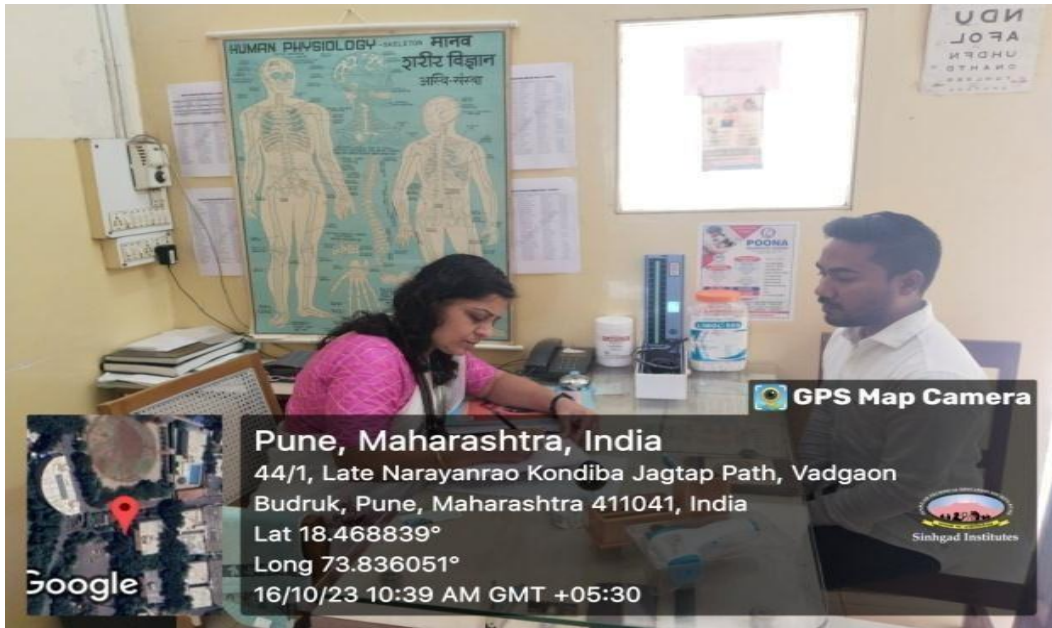
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4. Campus Clinic







Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S

S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

(Approved by AICTE, Recognized by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University,

Accredited by NAAC) S. No. 10/1, Ambegaon (Bk.), Pune – 411041. Phone: + 91 20 24354036

E-mail: director_sksbm@sinhgad.edu

5. Staff Quarter Allotment for Teaching Staff and Non-Teaching Staff



SINHGAD TECHNICAL EDUCATION SOCIETY

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

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

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

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

ESTATE DIVISION

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

STES/ Estate / FQ / 2014-15 /

31/07/2014

To,

Ms. Parashar Roza Ashish

Institute: SKNSSBM

Designation: Asst. Professor

Special Status / Campus Duty: Nil

Sub: Allotment of Staff Quarters (2 BHK) in STES Vadgaon Campus.

1. You have been allotted the following accommodation in the campus w.e.f. 01st Aug. 2014.

LOCATION (BLOCK)

South Block
Central Block
West Block
North Block
Ambegaon Block

TYPE OF QUARTERS

Type I
Type II
Type III
Type IV
Type V.

Flat No- 02

2. The following amounts will be deducted from your monthly salary.

a) HRA Deduction	:	100%
b) License Fees	:	400/-
c) Service Charges	:	150/-
d) Reimbursement of Electricity charges	:	Actual

M N NAVALE
PRESIDENT

CC:

SKNSSBM:-

You are instructed to deduct above charges from the salary of the individual as above on monthly basis. Reimbursement of electricity charges will be deducted at your end as and when charges for consumption of electricity are received from Estate Office.
Estate Office : For necessary action as above.

Received



SINHGAD TECHNICAL EDUCATION SOCIETY™

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

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.
Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

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

ESTATE DIVISION

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

24/11/2014

STES/ Estate / FQ / 2014-15 /

639

To,
Mrs. Sadhana Ogale

Institute: SKNSSBM

Designation: Asst. Professor

Special Status / Campus Duty: Nil

Sub: Allotment of Staff Quarters (2 BHK) in STES Ambegaon Campus.

1. You have been allotted the following accommodation in the campus w.e.f. ^{15th} ~~04th~~ Dec. 2014.

LOCATION (BLOCK)

South Block
Central Block
West Block
North Block
Ambegaon Block

TYPE OF QUARTERS

Type I
Type II
Type III
Type IV
Type V.

Chaugule B. S.
RESIDENT OFFICER

Sinhgad Technical Education Society
Pune - 411 004

Flat No- 101

2. The following amounts will be deducted from your monthly salary.

a) HRA Deduction

b) License Fees

c) Service Charges

d) Reimbursement of Electricity charges

Deduct as per Circular No.
STES/Director/2012-13/1188 Dated-
16/11/2012

Actual

DR. (MRS.) SUNANDA M. NAVALE
FOUNDER SECRETARY

S. L. Ogale
Received

CC:

SKNSSBM:-

You are instructed to deduct above charges from the salary of the individual as above on monthly basis. Reimbursement of electricity charges will be deducted at your end as and when charges for consumption of electricity are received from Estate Office.
Estate Office : For necessary action as above.



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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 9750/51/52/53 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

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

ESTATE DIVISION

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

STES/ Estate / FQ / 2011-12 /

30/09/2011

To,

Mrs. Kumbhar Sushma

Institute: SDDRPS

Designation: Dorm Mistress

Special Status / Campus Duty: Nil

Sub: Allotment of Staff Quarters in STES Ambegaon Campus.

1. You have been allotted the following accommodation in the campus w.e.f.26th Sept. 2011.

LOCATION (BLOCK)

South Block
Central Block
West Block
North Block
Ambegaon Block

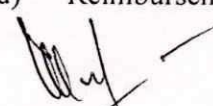
TYPE OF QUARTERS

Type I
Type II
Type III
Type IV
Type V.

Flat No- 204

2. The following amounts will be deducted from your monthly salary.

- | | | |
|---|---|--------|
| a) HRA Deduction | : | Nil |
| b) License Fees | : | 25/- |
| c) Service Charges | : | 25/- |
| d) Reimbursement of Electricity charges | : | Actual |

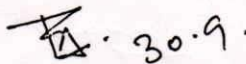

M N NAVALE
PRESIDENT


CC:

SDDRPS:-

You are instructed to deduct above charges from the salary of the individual as above on monthly basis. Reimbursement of electricity charges will be deducted at your end as and when charges for consumption of electricity are received from Estate Office.

Estate Office : For necessary action as above.

 30.9.


15/10/11



SINHGAD TECHNICAL EDUCATION SOCIETY

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

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

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

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

ESTATE DIVISION

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

STES/ Estate / FQ / 2011-12 /

19/09/2011

To,

Mr. Bankar S.B.

Institute: SCOE

Designation: Warden

Special Status / Campus Duty: Warden

Sub: Allotment of Staff Quarters in STES Ambegaon Campus.

1. You have been allotted the following accommodation in the campus w.e.f. 19th Sept. 2011.

LOCATION (BLOCK)

South Block
Central Block
West Block
North Block
Ambegaon Block

TYPE OF QUARTERS

Type I
Type II
Type III
Type IV
Type V

Flat No- 205

2. The following amounts will be deducted from your monthly salary.

- | | | |
|---|---|--------|
| a) HRA Deduction | : | 100% |
| b) License Fees | : | Nil |
| c) Service Charges | : | Nil |
| d) Reimbursement of Electricity charges | : | Actual |

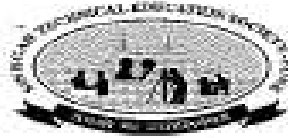
M N NAVALE
PRESIDENT

CC:

SCOE:-

You are instructed to deduct above charges from the salary of the individual as above on monthly basis. Reimbursement of electricity charges will be deducted at your end as and when charges for consumption of electricity are received from Estate Office.
Estate Office : For necessary action as above.

6. STES Service Rules and Regulations



SINHGAD TECHNICAL EDUCATION SOCIETY

S.No.44/1, Vadgaon (Budruk), Off Sinhgad Road, Pune - 411 041. Tel./Fax : (020) - 435-47 21. E-mail : stes@pn2.vsnl.net.in

SERVICE RULES & REGULATIONS

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

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Service Rules and Regulations

General:

Sinhgad Technical Education society was established on 6th July, 1993. The Society provides excellent educational and training facilities in the fields of various disciplines of Engineering, Management, Architecture, Pharmacy, Primary and Secondary education (English Medium). All the Institutes under the umbrella of the Society are approved by Government of Maharashtra and other statutory bodies.

Employees of Sinhgad Technical Education Society:

Any person appointed by Sinhgad Technical Education Society in any of the following categories is employee of Sinhgad Technical Education Society

- Teaching Faculty : Director / Principal, Professor, Asst. Professor, HOD, Lecturer and Librarian.
- Non-teaching Staff : This includes -
Administrative Staff
Maintenance and Security Staff
Technical supporting staff for Laboratories and Workshop.

Rules and regulations given in the next sections are applicable to all the employees of Sinhgad Technical Education Society except those who are on work charge basis. Any concession in rules and regulation with due reasons or changes in rules and regulations if required may be considered by the Governing Body of Sinhgad Technical Education Society.

1. GENERAL CONDITIONS OF SERVICE:

- The services of employees will be governed by the rules and regulations of Sinhgad Technical Education Society, Concerned University or Board and State Government, in force from time to time.
- The services may be terminated at any time by giving one month notice / three months notice or payment of one month pay / three months pay in lieu of notice period on either side, in case of temporary or confirmed employees respectively.

- The services are transferable to any other institution run by Sinhgad Technical Education Society, or its associate / affiliate.
- Each employee will have to undergo medical examination by the Medical Officer of Sinhgad Technical Education Society and shall be required to produce physical fitness certificate at the time of joining.
- In case, if any employee is found irregular and negligent of his/her duties and his/her Performance is found unsatisfactory, his/her services may be terminated without any notice.
- If any employee is found to be involved in activities contradictory to law or harmful to the Society, his/her appointment may be terminated without any notice.
- The appointment of teaching staff on adhoc basis is subject to approval of the competent authority (Pune University or D.T.E.) and non receipt of the same will result into discontinuation of service.

DUTIES

While performing the duties, every employee must have

- Utmost integrity
- Devotion to duty and maintain healthy academic environment
- Good behavior and excellent interpersonal relations.
- The Head of the Institution should take all measures to ensure that all employees working under him are discharging their duties with integrity and devotion and there are no malafied intentions and acts which will jeopardise the interest of the Sinhgad Technical Education Society .
- Each employee must obey the orders and discharge the work assigned to him by his Senior Officer / Head of the Institution or by management. Each employee is expected to perform duties encountered by virtue of his / her designation.

2. DEPUTATION :

Long Term Training Program :

The teachers will be deputed to improve their qualifications and thereby acquire the advanced knowledge in their concerned field to the institutes of advanced studies. The long term training programs shall be leading to Post - Graduate and Ph.D degree.

Conditions for Deputation :

The following conditions should be fulfilled by the employee to be eligible to apply for deputation.

- He must have completed minimum of three years of continuous service in the Institution from the date of his regular appointment and approval thereof.
- He should furnish an agreement bond to serve the Institution for five years after completion of Post-graduate or Ph.D degree.
- He should be below the age of 50 years.
- No extension of deputation period will be considered in case the employee is unable to complete the program in stipulated time.
- After completing and acquiring the higher qualifications he / she should not claim seniority or other benefits over other colleagues in the department.
- If he / she does not complete the program in a time double than the stipulated time / period, then the management shall recover the entire amount spent on his / her program.

Conditions for Sanction

- The Society will depute adequate teaching staff for long term training programs depending upon the requirement of the Institution.
- The Society may depute teaching staff who fulfil the above conditions.
- The candidate has to submit the progress report regularly during the study leave. (i.e every six months)
- If the facilities for higher or advance studies in the subject are available in the State, in such cases no candidate will be considered for deputation outside Maharashtra State or abroad.

B. Deputation For Short Term Training Programs

Short term training programs of one to four weeks duration during summer / winter vacation are organized by U.G.C, AICTE, QIP or ISTE on subjects in the new emerging field or thrust areas. The staff members will be deputed for such courses on duty subject to their selection by the organising body of such courses. However, no expenditure on account of TA / DA, registration fee etc. will be reimbursed by the Society. The staff member will have to submit the detailed report of the course attended by him, if deputed.

C. Deputation For Refresher Courses Of Duration Less Than One Week

Teachers will be permitted to attend

- Conferences
- Annual Convention
- Seminars
- Workshops
- Faculty Development Program

Organized by the professional bodies or the approved organizations, on duty. Active participation by way of contributing paper is preferred. The staff member should submit the report and the copy of the paper presented, if any, to the Institution.

D. Deputation of Non-teaching staff :

- Head of the Institution may depute non-teaching staff (i.e. Technical staff and administrative staff) for refresher courses, seminars and workshops on duty as per the requirement of Institution. The staff member should submit the report of course / training attended by him.

3. PERIOD OF ABSENCE CONSIDERED AS "ON DUTY"

The teaching staff members will normally be permitted to attend the work related to paper-setting, assessment at CAP centre, Revaluation, Practical and Oral examination, External Senior Supervisor at examination centre of Pune University or Board of Technical Examination, Maharashtra State. Their period of absence in the Institution will be treated as 'On Duty' period. However, they should take the prior permission for the same, in advance. The consent of such assignments should be given only after considering the priority of the Institutional work.
(Proforma enclosed)

- The teachers who are the members of various bodies viz. Board of Studies, Faculty, Academic Council, Senate, Board of Examination, Board of College and University development etc. of Pune University or Board of Technical Examination (M.S) will be permitted to attend the meetings of these bodies 'on duty'. However, they should inform in writing and obtain the prior permission of higher authority.
- Permission will normally be granted to the faculty members to work as member of Local Inquiry Committee, Inspection Committee or Expert Committee appointed by University of Pune, AICTE, Govt. of Maharashtra and any other statutory bodies. Their period of absence in the Institution will be treated as 'on duty'. However they are required to inform and obtain written permission of higher authority, in advance.
- Teaching faculty will not be permitted to attend 'on duty' the remunerative work of the Universities, other than Pune University such as paper setting / assessment / revaluation / practical and oral examinations etc.
- The teachers who are nominated as expert member on various statutory bodies of other Universities or AICTE will be permitted to attend the meetings of these bodies 'on duty' considering their work schedule in the Institute. However, they have to inform in writing and obtain the prior permission from the Head of the Institution or management.

4. SANCTION OF LEAVE

- I) Leave means the permission given by competent authority to remain absent from the Work.
- II) Leave cannot be demanded as a right.
- III) The competent authority has got a right to sanction or refuse the leave applied by his/her employee depending upon the administrative and academic requirements of the Institution.

TYPES OF DUE AND ADMISSIBLE LEAVES

4.1 (A) EARNED LEAVE: (NON-VACATIONAL STAFF)

Non-vacational staff include -

- (a) Head of Institution Principal / Director
- (b) Administrative Staff
- (c) Staff for essential services like maintenance and security
- (d) Hostel Staff
- (e) Library Staff

- i) Each employee is entitled to 30 days Earned Leave during the calendar year. It will be credited to his earned leave account on 1st January and 1st July, 15 days each.
- ii) The total accumulated Earned Leave of any employee is restricted to 300 days.
- iii) Maximum 120 days earned leave will be sanctioned to employee at a time.
- iv) During the first year of service no employee is entitled to Earned Leave.
- v) Application for earned leave must be submitted in advance for its sanction. (Proforma enclosed)
- vi) Application for earned leave must be for minimum 3 days. Earned leave can be availed maximum three times in a calendar year.

4.1 (B) EARNED LEAVE FOR VACATIONAL STAFF :

The vacational staff includes -

Teaching Faculty : Lecturer / Assistant Professor / Professor / H.O.D

Technical Supporting Staff : Technical Assistant and Workshop Instructors.

Vacational Department and vacational staff are all those departments who get regular long vacations after each semester as declared by the University or concerned statutory Authorities.

- i) If employee avails full vacation then he is not entitled to any Earned Leave.
- ii) If employee is detained during vacation period, then he is entitled to Earned Leave for the period of his detention proportionately (not more than 30 days in a calendar year)
- iii) During the first year of service no employee is entitled to Earned Leave.
- iv) Earned Leave can not be availed in continuation of vacation or vacation cannot be taken in continuation of Earned Leave.

- v) If any employee is transferred from vocational department to non-vocational department or vice versa then the rules of earned leave of concerned department to which he is transferred will be applicable.
- vi) Maximum 120 days earned leave will be sanctioned to employee at a time.
- vii) Application for earned leave must be submitted in advance for its sanction. (Proforma enclosed)
- viii) Application for earned leave must be for minimum 3 days. Earned leave can be availed maximum three times in a calendar year .

4.2. HALF PAY LEAVE

- i) Each employee is entitled to 20 days as half pay leave during each calendar year. It will be credited to his half pay leave account in two installments each of 10 days on first day of January and July of the calendar year.
- ii) In the calendar year in which the employee is appointed, he is entitled to half pay leave proportionately i.e 5/3 days for each month of completed service.
- iii) Half pay leave can be accumulated.
- iv) Half pay leave can be sanctioned on account of medical ground or private work. (Proforma enclosed)

4.3 Commuted Leave (Medical Leave)

Commutated Leave means half pay leave converted into full pay leave only on valid medical ground. For this conversion two days of half pay leave will be considered as one day full pay leave. Over and above this, there is no separate provision of Medical Leave. Commuted leave will be subject to the following conditions.

- i) If any employee does not join the duty after availing Commuted Leave, his entire period of the leave will be treated as leave admissible.
- ii) If the employee is on full time training program, then he / she can avail maximum upto 180 days half pay leave and may be converted into 90 days commuted leave with full pay. This concession is permissible for preparation for final examination.

4.4. LEAVE WITHOUT PAY : (Leave not Due)

If no leave is at the balance of leave account of the employee and in case he applies for leave or remains absent from the duty then such leave period of absence will be treated as leave not due or leave without pay. (Proforma enclosed). The period of leave without pay will change the date of increment, probation period and gratuity accordingly.

4.5. SPECIAL LEAVE : Maternity Leave

- i) Maternity leave of 90 days will be sanctioned by the competent authority to lady employee, who is a regular employee and having not more than two children. This period is counted from the date of starting of leave period.
- ii) The maternity leave will be considered as a special leave with full pay and it will not be debited to any leave account.
- iii) Lady employee should submit a medical certificate indicating the probable date of delivery along with the application for maternity leave. She must give the undertaking that she will inform the actual date of delivery with medical certificate.
- iv) In continuation of maternity leave, the lady employee can take maximum 60 days leave which is due and admissible without producing medical certificate. In case no admissible leave is at her credit, she may apply for leave without pay.

4.6. CASUAL LEAVE AND OPTIONAL HOLIDAYS

All employees are entitled to avail number of Casual Leave and Optional Holidays as notified by the State Government from time to time.

- i) Maximum 3 days Casual Leave can be sanctioned at a time.
- ii) The Casual Leave must be availed proportionately.
- iii) Any holiday or Sunday can be prefixed or suffixed to the Casual Leave. Any Sunday or holiday in between the Casual Leave period will not be counted as Casual Leave.
- iv) If the competent authority notices that the employee has got a tendency to spend the Casual Leave without reason, in such a case it may refuse to sanction the Casual Leave.
- v) The application for Casual Leave must be in the prescribed form and preferably submitted in advance. (Proforma enclosed).

5. AGE OF SUPER ANNUATION AND RE-EMPLOYMENT

- i) The age of superannuation of all the employees of Sinhgad Technical Education Society, will be 60 years.
- ii) The teachers in degree colleges / institutions may be considered on the merit for further appointment up to the age of 62 years and thereafter on year to year basis upto 65 years.
- iii) The age of superannuation of Librarians, Physical Education Personnel and such other employees of technical institutions who are treated at par with the teachers will be 60 years. However, there is no provision of re-employment for such category of staff.
- iv) No employee of Sinhgad Technical Education Society, Pune shall continue to hold any office after the age of 65 years. However, the management may appoint senior persons / experts in advisory capacity up to the age of 70 years.

6. THE SCHEME OF EMERITUS PROFESSOR

The scheme of Emeritus Professor is intended to utilize the services of highly qualified and experienced superannuated professors at degree level Institutions / Colleges in stimulating and achieving excellence in Technical Education, i.e. Engineering and Technology, Architecture, Town Planning, Management, Pharmacy, Applied Arts and crafts and other areas as per the AICTE Act.

The Society may consider the appointment of Emeritus Professor at College level subject to the following conditions:

1. **Eligibility:**
The person should be an acknowledged Expert in the field of his / her specialisation, who has been actively engaged in teaching / research and development / academic leadership in technical education.
2. **Tenure:**
Emeritus professorship is tenable for a period of two years only or up to the age of 70 years whichever is earlier.

3. **Emeritus Professorship :**

It consists of -

- A) Honorarium of Rs.10,000/- p.m. to the Emeritus Professor for the duration of his/ her tenure.
- B) A contingent grant for research work, travel, preparation of project reports etc. On production of vouchers maximum up to Rs.30,000/- per annum.
- C) The honorarium indicated above will be over and above any superannuation benefit he / she may be in receipt of.
- D) The Emeritus Professorship will be effective from 1st January or 1st July of the year under consideration.

7. EMPLOYEES MUTUAL BENEVOLENT FUND

Definition and Purpose

Mutual Benevolent Fund is a fund generated by employees for their mutual benefit and to be utilized for specific defined purpose. Thus this fund is by the employees and for the employees. Sinhgad Technical Education Society does not play any role in this fund. Sinhgad Technical Education Society may grant voluntary contribution towards the fund depending on availability of fund and purpose and cause in specific cases.

Scope

This is applicable to all employees of Sinhgad Technical Education Society namely teaching, non teaching, administrative supporting staff etc. who are on roll of Sinhgad Technical Education Society and are in regular scale. This is not applicable to employees on work charge establishment.

Scheme

1. Employees eligible for this scheme will contribute as follows :
 - A) Teaching staff Rs.20/- per month.
 - B) Non-teaching / administrative staff - Rs.10/- per month.
2. All such collection will be deposited in Sinhgad Technical Education Society Employees Mutual Benevolent Fund A/c.
3. There will be a committee duly constituted as given below :
 - A) Nominee of the Sinhgad Technical Education Society : Chairman
 - b) Representative of teaching staff : Member
 - c) Representative of non-teaching staff : Member
 - d) Registrar, Sinhgad Technical Education Society : Member - Secretary

4. **Disbursement:**
Funds will be disbursed only in case of death of member of the Sinhgad Technical Education Society Employees Mutual Benevolent Fund. The amount of disbursement will be maximum upto the extent of 25% of the total amount accumulated and available in the A/c at that time.
5. Such amount will be disbursed as per the decision of the committee and issued to legal heirs or Nominee of deceased person.
6. For all purposes, decision of the committee will be final and binding on all concerned.
7. In the event of the member of Sinhgad Technical Education Society Employees Mutual Benevolent Fund leaving the job or retiring, amount of his contribution of Employees Mutual Benevolent Fund will not be refunded. It will continue to remain as fund only.

8. RESIDENTIAL ACCOMMODATION IN THE PREMISES OF S.T.E.S.

1. Staff Accommodation provided in the campus of Sinhgad Technical Education Society

Some faculty members and other non-teaching staff members of the different Institutions under Sinhgad Technical Education Society are provided accommodation in different Hostel Blocks. Some staff members have been assigned duties relating to the Hostels and some have been allotted the duties relating to the maintenance of the campus. Yet some of the staff members staying in the campus do not have any duty assigned to them either in the hostels or in the maintenance of campus.

2. In view of the Fifth Pay Commission, the House Rent Allowance and Transport Allowance rates have been substantially increased and the employees are being paid accordingly. In view of this, deductions are required to be done towards House Rent, Transport Charge and Service Charges from the salary of employees staying at the campus.
3. In case of staff members who are given rent free quarters as per their eligibility they are not entitled for H.R.A and no H.R.A should be paid to them. However, if such staff is assigned any additional responsibility like Warden / Rector / Estate Manager etc. he / she may be exempted from Service Charges, Water Charges etc. For all other staff staying in the campus their H.R.A and Service Charges schedule should be as follows :

Regarding Accomodation :

Sl.No.	Category of Staff	Type of Quarter Provided	House Rent Allowance to be deducted Rs.	Service Charge to be deducted p.m. Rs.
1.	Teaching	Standard	100%	250.00
2.	Teaching	Not as per Standard	50%	150.00
3.	Teaching	a) Single room b) Single room Sharing	200.00 100.00	100.00 50.00
4.	Non-Teaching	a) Standard b) Not as per Standard	100% 50%	125.00 75.00
5.	Non - Teaching	a) Single room b) Single room Sharing	200.00 75.00	100.00 25.00 (per head)

4. Regarding Transport :

1. Institute Car exclusively allotted - No Travelling Allowance
2. Shared Transport - Rs. 400.00 p.m. (Irrespective of vacation/leave) to be deducted.

The above rules of H.R.A., T.A etc will be reviewed every year in the month of December and implemented w.c.f January of the next year.