



Sinhgad Institutes

Sinhgad Technical Education Society's

SINHGAD INSTITUTE OF MANAGEMENT

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

S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
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6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

Institutional Service Rules and Regulations

&

Consultancy Guidelines



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

INDEX

■	General	02
■	Employees of Sinhgad Technical Education Society	02
1.	General Conditions of Service	02
■	Duties	03
2.	Deputation :	04
■	Long Term Training Programs	
■	Short Term Training Programs	
■	Deputation for Refresher Courses of duration less than one week	
■	Deputation of Non-Teaching Staff.	
3.	Period of absence considered as "On Duty"	06
4.	Sanction of Leave :- Types of Due and Admissible Leaves :	07
4.1	(A) Earned Leave (Non Vacational Staff)	
	(B) Earned Leave (Vacational Staff)	
4.2	Half Pay Leave	
4.3	Commuted Leave (Medical Leave)	
4.4	Leave without pay	
4.5	Special Leave : Maternity Leave	
4.6	Casual Leave and Optional Holidays	
5.	Age of Super-annuation and Re-employment	10
6.	The scheme of Emeritus Professor	10
7.	Employees Mutual Benevolent Fund	11
8.	Residential Accommodation in the premises of S.T.E.S.	12
Annexures:		
■	Application form for Duty Leave	14
■	Application form for Casual Leave	15
■	Application form for Earned / Commuted (Medical) / Half Pay / Without Pay Leave.	16

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)

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

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

4.4. LEAVE WITHOUT PAY : (Leave not Due)

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

4.5. SPECIAL LEAVE : Maternity Leave

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

4.6. CASUAL LEAVE AND OPTIONAL HOLIDAYS

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

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

5. AGE OF SUPER ANNUATION AND RE-EMPLOYMENT

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

6. THE SCHEME OF EMERITUS PROFESSOR

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

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

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

3. **Emeritus Professorship :**

It consists of -

- A) Honorarium of Rs.10,000/- p.m. to the Emeritus Professor for the duration of his / her tenure.
- B) A contingent grant for research work, travel, preparation of project reports etc. On production of vouchers maximum up to Rs.30,000/- per annum.
- C) The honorarium indicated above will be over and above any superannuation benefits / 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 Accommodation :

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

4. Regarding Transport :

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

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



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Consultancy Guidelines



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

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

STES/Personnel/2011-12/456

Date: 14.03.2012

CIRCULAR

Subject: Prescribing:

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

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

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

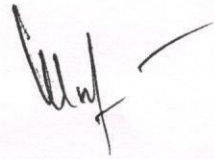
These Rules shall come into force from the date of this Circular.

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

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

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

Encl: As above



(Prof. M. N. Navale)
President

P.T.O. /-



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To,

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

Copy for information to:

1. Founder Secretary, STES.
2. Secretary, SPSPM, Kamlapur.
3. Director (Finance), STES.
4. Director (Administration), STES.
5. Director (Engineering), STES, Vadgaon.
6. Director (Academics)
7. Director (Education), STES.
8. Director (Placement), STES.
9. Project Manager, STES.
10. Sr. Assistant to President, STES.

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

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

1. **Integrity and devotion:** Every employee shall at all times:-
 - i) Maintain absolute integrity.
 - ii) Maintain devotion to duty and do nothing which will bring dis-repute to the Institute/ College /School or affect its interest adversely.
(An employee who habitually fails to perform the task assigned to him within prescribed time and who is habitually not punctual or frequently remains absent without permission shall be deemed to be not maintaining devotion to duty).
 - iii) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.
2. **Maintaining confidentiality of information:** Every employee shall maintain confidentiality of the information provided to him while performing duty and shall not disclose it or make private use of it without prior consent of the *President*.
3. Every employee shall endeavour to obey these rules and shall obey all the lawful orders of his superiors under whose control or supervision he has been deployed from time to time.
4. The directions/ instructions of the official superior shall ordinarily be in writing. Oral directions to subordinates shall as far as possible be avoided. Where the issue of oral directions becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.
5. An employee who has received oral directions from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the directions in writing.
6. **Prohibition against Trade and Business:** No employee shall except with the previous sanction of the President; engage directly or indirectly in any trade or business or undertake any other employment.
7. **Insolvency and Habitual indebtedness:** When any employee is adjudged or declared an insolvent or when a part of his salary is constantly being attached, or has been continuously under attachment for a period exceeding two years, he shall be liable to be terminated from service.
8. **Taking part in Politics:** No employee shall be a member of or be otherwise associated with any political party or any political organisation.

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

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

Or

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

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

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

Interpretation –

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

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