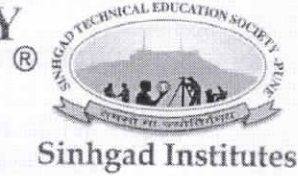


# SINHGAD TECHNICAL EDUCATION SOCIETY

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

Sinhgad Institutes

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

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

STES/2022-2023/4218

10.04.2023

**Sub: To maintain protocol and discipline at work place.**

**Ref: 1. Circular No. STES/2016-17/482 dtd. 28.06.2016**  
**2. Circular No. STES/2016-17/3793 dtd. 22.12.2016**

## CIRCULAR

Detailed guidelines/ instructions regarding attendance; duties and leave in respect of all Teaching and Non-Teaching employees in the Institutions; and were issued in the above mentioned Circulars dtd. 28.06.2016 and 22.12.2016 respectively.

It has however come to the notice of Management that inspite of these clear and detailed instructions same are not being followed scrupulously and also no punctuality is maintained in many cases.

Management has observed some irregularities; matters of indiscipline in respect of employees (Teaching and Non-Teaching) such as:

1. Not reporting to work place at scheduled time.
2. Do not register attendance on Biometric / Muster while reporting and or leaving work place.
3. Not found in their seat during working period and wandering elsewhere for their personal / private work.
4. Enjoy Lunch break for more than half hour.
5. Do not take permission of Superiors; do not make entry in movement register for leaving work-place during working hours.
6. Disappear from work-place without any intimation to the authorities. Leave workplace before scheduled time. (i.e. close of office hours)
7. Remain absent from duties without prior intimation/ permission; causing hardship to institution.
8. Do not get leave sanctioned and leave 'head-quarter' without prior permission of the Authorities.
9. Proceed on leave on medical grounds without producing medical certificate from Registered Medical Practitioner indicating clear diagnosis of illness and probable period required for recovery.

Page 1 of 2

**PRESIDENT**  
Sinhgad Technical Education Society  
Pune-411 004.



*To H.R. Dept? All HODs Inform this to all the non-teaching staff*  
*11/04/2023*

CONTINUATION SHEET .....



Sinhgad Institutes

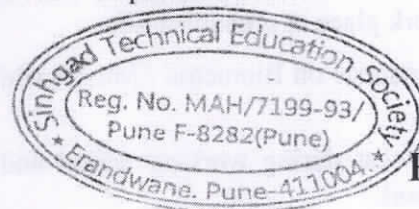
10. While returning from leave on medical grounds; do not furnish 'medically fitness certificate to resume duties' from registered medical practitioner.
11. Do not follow decorum and proper protocol while working in the institution.
12. Do not follow instructions given by HOD/Principal and other Authorities properly.
13. Address requests / grievances directly to President without knowledge of Heads of Institute / College.
14. Visit Head Office at Erandwane for personal work without taking permission of Head of the Institution.

These are some of the irregularities commonly observed by the Management and are required to be avoided so as maintain discipline at work place. Non observance of these instructions amounts to misconduct on Part of the employees; violating conduct and Leave Rules of the Society.

All the Teaching and Non-Teaching employees are therefore instructed to observe punctuality and maintain discipline at work-place and do nothing which would violate the rules and regulations; for smooth working in healthy educational environment in the Institutions as well as in Campuses.

As Heads of the institutions and other officers in supervisory capacity it is expected from them that all the rules and instructions are observed by themselves so as to put ideal before subordinates. They should now bring these instructions to the notice of all Teaching and Non-teaching employees working under them and ensure strict observance of the same by all.

Copy of these instructions should also be placed on notice-board for general information of all.



**Founder President**

To,

1. All Heads of Institutes / Colleges / Schools under STES/SPSPM/SSPM/YCSPM.
2. All Campus Directors of STES / SPSPM / SYCSPM.
3. Dean, SKN Medical College & General Hospital, Narhe.
4. Director, SKN Medical College & General Hospital, Narhe.
5. Director (Finance), Sinhgad Technical Education Society.
6. C.A.O. (Personnel), Sinhgad Technical Education Society.
7. P.R.O. & Sr. Admin Officer, Sinhgad Technical Education Society.
8. Project Manager, Sinhgad Technical Education Society.
9. C.P.C.
10. Transport Officer
11. Select file.

**CC for information to:**

1. Founder Secretary, Sinhgad Technical Education Society.
2. Vice-President (Admin.), Sinhgad Technical Education Society.
3. Vice-President (H.R.), Sinhgad Technical Education Society.



# SINHGAD TECHNICAL EDUCATION SOCIETY®

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FOUNDER PRESIDENT

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

STES/2016-17/482

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

## CIRCULAR

**Subject : Bio-metric attendance – Guidelines and procedure.**

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

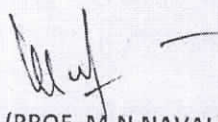
In order to have uniformity in implementation, procedure and to ensure that no undue hardships are faced by the staff members, procedural guidelines/ rules as per Annexure to this circular are prescribed, which shall be applicable to all the units of Sinhgad Technical Education Society, including the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

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

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

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

Encl : As above

  
(PROF. M.N.NAVALE)  
FOUNDER PRESIDENT.



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FOUNDER PRESIDENT

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

To,

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

Guidelines regarding attendance of the Staff on biometric system.

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

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

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

**B) Condonation of Late:**

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

**C) Compensatory off:**

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

1	Compensatory Off would be admissible only when Head of Dept./Institute has asked the concerned employee in writing to attend the official work on Sunday / Holidays.
2	Compensatory off shall not be admissible to the employees who work on holidays / Sundays to clear pending work.
3	Compensatory off shall not be admissible to the employees who work on holidays/ Sundays for examination or other work for which they are compensated by the concerned authorities.
4	<b>Compensatory off shall be admissible to the employees in Group 'C' and Group 'D' only.</b>
5	Number of Compensatory off should be equal to the number of Sundays/ Public Holidays on which employee has been called upon to work and actually so worked.
6	Compensatory Off must be availed with prior sanction from the respective leave sanctioning authority.
7	Application for Compensatory Off/ Leave must be submitted in the prescribed form.

8	Details of the dates against which Compensatory off is availed should be mentioned on the reverse side of the form and signed by the Head of the Institutes.
9	Compensatory off shall not be allowed to be accumulate for more than three days.
10	Compensatory off shall be availed within a period of two months from the date of entitlement.
11	Compensatory off, not availed within two months will automatically stand lapsed.
12	Balance Compensatory off at the end of calendar year shall not be carried forward in the next year and shall stand lapsed.
13	Compensatory off can be availed in conjunction with Sundays/ Public Holidays and casual leave by prefixing and/ or suffixing them.
14	Compensatory off can be sanctioned in conjunction with Earned Leave, half pay leave, commuted leave or leave without pay.
15	Record of such Compensatory off shall be maintained by the Institute/ College/ School/ Office.
16	Record of Compensatory off enjoyed by the employees during the calendar year, shall be preserved by the concerned Institute/ College for one year .

**Some additional provisions for certain category of Employees:**

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

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

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

**E) Drivers on the vehicles assigned to the Officers :**

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

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

F) Staff members working in shifts :

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

G) Staff members working in 'essential services':

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

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

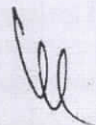
H) Staff members working at the places other than their parent units :

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

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

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

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FOUNDER SECRETARY

STES/2016-17/3793

22.12.2016

## C I R C U L A R

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

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

Following instructions are therefore issued to avoid such irregularities:-

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

- 2 -

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

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



(Prof. M.N. Navale)  
Founder President

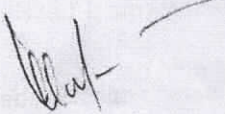
Copy to :

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



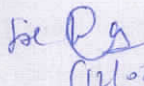
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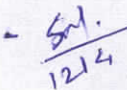
1) HOD - Mech -   
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2) HOD - Civil -   
12/4/23

3) HOD - Elect -   
12/4/23

4) HOD - CSE - 

5) HOD - GSE - 

6) HOD - ENTG -   
12/4