

SES YADAVRAO TASGONKAR GROUP OF INSTITUTES

Calendar for the year 20 - 1

CHAPTER 5

ADDITIONAL HR POLICIES

1. Institute property

All assets of the institutes are for official use, and any personal use is inappropriate. Such assets as may be required by the employee to fruitfully carry out official tasks will be issued to him as and when required. The Society expects the employees to use institute property with utmost care, any misuse of such assets may lead to financial recovery or other disciplinary action, as deemed appropriate.

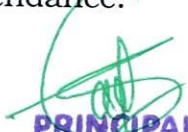
2. Gender Neutral Policy

The philosophy of SES is to be a service rendering professional organization, encouraging growth of individuals irrespective of gender, religion, caste or community. SES endeavors to ensure a safe, secure and congenial work environment, so that employees can deliver their best without inhibition. Through all its policies, SES seeks to ensure that both sexes have equal opportunity and no preferential or discriminatory treatment is meted out to anyone on grounds of sex alone. All categories of employees whether male or female will be considered equal. There cannot be any discrimination on the basis of sex. Terms and condition of appointment at various positions for all employees are same.

3. Daily Attendance System:-

- o The institution can adopt any system for attendance of the employees like computerized Logging, Card Swapping, Bio-metric or Manual system, but at the same time it is compulsory for each employee to sign the muster (Manual system) incorporating the in-coming and outgoing time as recorded in the other methods of the attendance.




PRINCIPAL
 Yadavrao Tasgaonkar coll. Of Engg. & Mang.
 Dr. N.Y.Tasgaonkar Educational Complex,
 Chandhai, Neral-Kadav Road, Bhivpuri Station,
 Tal-Karjat, Dist-Raigad, Pin.-410 201

- This attendance of all the employees has to be checked by the Head of Institute.
- If the attendance of any employee is not recorded in muster that day of such employee shall be considered as Leave.
- The attendance muster of every institute shall be available at the prominent / easy accessible places up to 15 minutes after the schedule arrival time. Later the same will be kept in the office of the Head of the respective institute.
- NO EMPLOYEE IS PERMITTED TO MARK ANY OTHER EMPLOYEE'S ATTENDANCE IN ANY CASE. IF SUCH MATTER IS REPORTED BOTH THE PERSONS SHALL BE HELD RESPONSIBLE AND DISCIPLINARY ACTION, AS DEEMED APPROPRIATE SHALL BE TAKEN AS PER RULES.

4. Role of Head Office

- To provide the basic infrastructural facilities to the institute. It includes Building, faculty (Teaching & Non- Teaching staff) Equipments, Computes, books, journals, furniture and fixtures required as per AICTE Norms and University Rules.
- To Monitor the Academic, Administrative and Financial matters closely.
- To support Head of institute for the growth and development of the institute.
- To observe, whether institute is progressing as per the vision of SES



SARASWATI
EDUCATION SOCIETY


PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educational Complex,
Chandhai, Neral-Kadav Road, Bhivpuri Station,
Tal-Karjat, Dist-Raigad, Pin.-410 201

5. Duties & Responsibility of Campus Director

- To act as a linkage / bridge between the Head of Institute and Chairman/ Management to solve various problems.
- To check / verify various reports / proposals prepared by Principal / Director before submitting to the AICTE / DTE / University / MSBTE or respective Competent Authority.
- To verify the following before submitting it to the Management of SES.
 - i) Teaching and Non-Teaching staff requirement.
 - ii) Requirement of equipments of various laboratories, Computers Consumables, Software, books, journals, teaching aids, etc.
 - iii) Requirement of furniture and fixtures, stationary requirement of staff & students, etc.
 - iv) Budget estimates of all above.
- To encourage & Support Principal / Director of the institute for growth and development of the institute.
- To solve any administrative or academic matters required for smooth functioning of the institute.

6. Growth and Development

Head of Institute is responsible for the growth and development of its own institute. The basic infrastructure (e.g. Building, equipment, Computer, software, books, furniture etc.) is to be provided by the Management.

Responsibility of Head of Institutes for development of institute:-

- To submit proposal to AICTE, DTE, University for various courses and increase in intake capacity as per AICTE norms and get it approved.
- Try to see that institute is accredited by NBA as & when it becomes eligible.
- To start various PG Courses.
- To establish R/D centre, establish institute – industry interaction.
- To organize seminars, Workshops, technical events, national & international conferences.
- To have collaboration with Foreign University
- To develop world class infrastructure




PRINCIPAL
 Yadavrao Tasgaonkar coll. Of Engg. & Mang.
 Dr. N.Y.Tasgaonkar Educational Complex,
 Chandhai, Neral-Kadav Road, Bhivpuri Station,
 Tal-Karjat, Dist-Raigad, Pin-410 201

7. Liasoning with University/ DTE/ AICTE/SSS/ PNS/ MSBTE/HO-SES

- Principal/ Director of the institute must keep liasoning with University/ DTE/AICTE/SSS/ PNS/MSBTE.
- He may depute his Registrar or O.S. for this work.
- Every morning Registrar/ OS must visit / Check the website of each of the above Government bodies for new circulars/ notifications it any and brought to the notice of Principal / Director
- Principal / Director should consult with Campus Director for important issues.
- Campus Director will consult Chairman/ Trustee Co- coordinator as and when required.

8. Accounts Policy

- To accept the Tuition and other fees by DD. Accepting fees in cash should be avoided.
- The fees accepted must be deposited in bank on the same day or maximum next day. Fees can also be accepted by internet banking.
- The cash required for daily expenses should be withdrawn from bank by cheque only.
- The cash book is to be written daily & verified from Accountant & Head of Institute.
- Monthly receipt and payment (income and expenditure) statement is to be prepared and is to be send to H.O. through Principal
- Quarterly / Six monthly Balance sheets must be prepared.
- Quarterly audit should be done from auditors.
- Annual Audit report should be prepared in the month of May every year.
- Payment to suppliers should be made after consulting Head of Institute and Head office.
- Proposal for fee fixation should be submitted as per the schedule to Shikshan Shulka Samiti.
- Monthly salary of Teaching Staff & Non- Teaching Staff is to be drawn every month on/ before 5th of every month..
- To pay P.T., P.F., Insurance, to the respective offices every month.



PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educationl Complex,
Chandhai, Neral-Kadav Road, Bhivpuri Station,
Tal-Karjat, Dist-Raigad, Pin.-410 201

9. Budget:

Each institute of Saraswati Education Society must prepare the Budget for the next financial year in the month of March every year.


Procedure for Preparing Budget:

- 1) Each Department Head, Registrar, Librarian, Workshop superintendent Administrative Office etc. should workout the requirement (Recurring and Non-recurring items) and prepare the approximate estimate and submit the same to the Accountant.
- 2) Based on FE intake capacity and result of previous years of FE/ SE/ TE/ etc. the total student strength is to be calculated.
- 3) Considering the 5 to 10 % rise in fees and total strength of students the total fees is to be calculated.
- 4) Accountant should prepare the budget based on the above information and submit it to principal.
- 5) Budget is to be placed before LMC & GB for approval
- 6) This approved budget should be forwarded to HO through Principal.

10. Procedure for collecting fees:

- 1) The Interim fees, (Tuition & Development and other fees such as exam fees, enrolment fee, eligibility fees) and caution money deposit should be collected by account section within 15 days after declaration of results.
- 2) All the student should be told about paying fees on the very first day of commencement of term and issue letter of fee structure to the student those who wish to apply for a bank loan.
- 3) Maximum one month can be given to the students for paying the fees considering the situation




PRINCIPAL
 Yadavrao Tasgaonkar coll. Of Engg. & Mang.
 Dr. N.V.Tasgaonkar Educational Complex,
 Chandhai, Neral-Kadav Road, Bhivpuri Station,
 Tal-Karjat, Dist-Raigad, Pin.-410 201

11. Promotion /Career Advancement Scheme

Career advancement scheme will be implemented to all the Teaching staff of SES as per the norms of All India Council for Technical Education or rules of University.

12. Dress Code Policy

BASIC PRINCIPLES

Saraswati Education Society recognizes the need for teaching and non teaching staff in its employ to present a favourable and professional image on behalf of society in the campus. The following policy seeks to formalise both the standard of dress and an appropriate dress code that supports a co-ordinated approach to Society's professional image.

Guideline

- All teaching and non teaching staff will take a sensible and safe approach to dress and appearance, cleanliness and personal hygiene.
- Every employee will be responsible for promoting a professional and positive image of the society.
- Formal Wear applies to all personnel on working days, starting Monday through Saturday.
- Formal ties and Business Suits to be worn appropriately when likely to be involved in meetings, demonstrations or presentations and during admission process.
- Tie and belt should match the dress and should be descent.
- Tattoos and body piercings (other than Ear's and Nose) should not be visible.
- It is good practice to avoid the wearing of jewellery
 - The earrings and nose ring should be descent
 - Artificial jewellery should be descent
 - Male employees should not wear any kind of earrings
- Certain hairstyles and coloring can affect the way people see us. While tolerance of the differences we all display is always necessary, consideration should be given to the impact we might have on others, so,
 - Hair should be clean, combed, and neatly trimmed and arranged. Shaggy, unkempt hair is not permissible regardless of length.
 - Hair cut should be descent.
 - Coloring of hair is prohibited except black.



PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educationl Complex,
Chandhai, Neral-Kadav Road, Bhivpuri Station,
Tal-Kariat, Dist-Raigad, Pin.-410 201

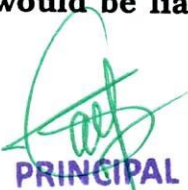
- Moustaches should be neatly trimmed.
 - Beard should be neat or cleaned.
- All peons and sweepers should be there in clean, ironed uniform provided by SES's
 - During periods of warm weather staff clothing must remain appropriate and suitable. Staff should be aware that certain items of clothing could be seen provocative e.g. short revealing/ tight garments, and therefore not acceptable for work.

For Men	For Women
Appropriate Formal Wear (Monday to Saturday)	
<ul style="list-style-type: none"> • Full sleeved, formal shirts preferably plain or pin striped and well ironed. • Dark formal trousers. • Black or brown formal shoes with dark colored socks. • Simple and plain leather belt • Formal Ties, when appropriate • Business Suits, when appropriate 	<ul style="list-style-type: none"> • Sarees • Salwar / Churidhar kameez • Formal skirts with business coats/ formal shirts • Formal trousers with business coats / formal shirts when appropriate • Formal Sandals or closed shoes

During official tour/visit to Head Office Teaching and non teaching staff should follow the above guidelines.

Violation of above provisions amounts to misconduct, and would be liable to be punished.




PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educationl Complex,
Chandhai, Neral-Kadav Road, Bhihpuri Station,
Tal-Karjat, Dist-Raigad, Pin.-410 201

13. Tobacco, Alcohol and Drug Policy

BASIC PRINCIPLES

The objective of Saraswati Education Society has always been to serve the society through education thus we are committed to protecting health and safety of our employees. Our TAD Policy is founded on the principle of prevention and providing a safe work environment.

Guidelines

- Use, possession, distribution and offering for sale of any kind of tobacco, alcohol and drugs in work place are prohibited.
- None of the staff should consume TAD before entering the campus.
- None of the teaching and non teaching staff whether in campus or off the campus cannot consume TAD during duty hours.
- Once off the duty both teaching and non teaching staff cannot consume TAD till 100 meters outside the campus.

Violation of above provisions amounts to misconduct, and would be liable to be punished.



SARASWATI
EDUCATION SOCIETY

PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educationl Complex,
Chandhai, Neral-Kadav Road, Bhivpuri Station,
Tal-Kariat, Dist-Raigad, Pin.-410 201

14. Transfer Policy

BASIC PRINCIPLES

Transfers and postings **are A Right of the Saraswati Education Society**, which it would endeavor to exercise in the best interest of the students & SES's, with due regard to the principles of equity and transparency vis-a-vis its employees.

- a) All employees of the Saraswati Education Society are liable to be transferred and posted anywhere among group of Institute's, in any geographic location, at any time, as requirements of service and of the SES's requirement.
- b) Transfer & Posting process will be governed by Head Office & would be reviewed by Governing body of SES's
- c) The maximum tenure of any Teaching Staff in any Geographic location of SES'S is Three years.
- d) Any disease with more than 50% physical and /or mental disability duly examined and recommended by respective Medical Board with latest records/reports.

The brief description of illness which will be considered as medical grounds for the purpose of transfer, in terms of transfer guidelines is as under. Medical terms referred herein will bear meaning as given in the Medical Dictionary.

SARASWATI
EDUCATION SOCIETY

PRINCIPAL

Yadavrao Tasgaonkar col. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educationl Complex,
Chandhal, Neral-Kadav Road, Bhivpuri Station,
Tal-Karjat Dist-Raigad, Pin.-410 201



Type of Diseases Prescribed as Valid for Transfer on Medical Grounds.

1. CANCER
2. PARALYTIC STROKE
3. RENAL FAILURE
4. CORONARY ARTERY DISEASE WHERE BYPASS SURGERY HAS BEEN ACTUALLY DONE
5. PARKINSONS' DISEASE
6. MOTOR-NEURON DISEASE

i) Cancer

It is the presence of uncontrolled growth and spread of malignant cells. The definition of cancer includes leukemia, lymphomas and Hodgkins' disease.

Exclusions:

This excludes non-invasive carcinoma(s) in-Situ, localized non-invasive tumour(s) revealing early malignant changes and tumour(s) in presence of HIV infection or AIDS; any skin cancer excepting malignant melanoma(s) are also to be excluded.

(ii) Paralytic Stroke

(Cerebro-vascular accidents) Death of a portion of the brain due to vascular causes such as (a) Hemorrhage (cerebral), (b) Thrombosis (cerebral), (c) Embolism (cerebral) causing total permanent disability of two or more limbs persisting for 3 months after the illness.

Exclusions:

- i) Transient/Ischamic attacks.
- ii) Stroke-like syndromes resulting from
 - a) Head Injury
 - b) Intracranial space occupying lesions like abscess, traumatic hemorrhage and tumour.
 - c) Tuberculosis meningitis, Pyogenic meningitis and meningococcal meningitis.



PRINCIPAL
 Yadavrao Tasgaonkar coll. Of Engg. & Mang.
 Dr. N.Y.Tasgaonkar Educational Complex,
 Chandhai, Neral-Kadav Road, Bhivpuri Station,
 Tal-Kariat. Dist-Raigad, Pin.-410 201

(iii) Renal failure

It is the final renal failure stage due to chronic irreversible failure of both the kidneys. It must be well documented. The teacher must produce evidence of undergoing regular haemodialysis and other relevant laboratory investigations and doctor certification.

(iv) Coronary artery disease where by-pass surgery has been actually done:

The use of surgery on the advice of a consultant cardiologist to correct narrowing or blockage of one or more coronary arteries.

Exclusions :

Non-surgical techniques such as the use of either balloon or LASER via a catheter introduced through the arterial system are excluded.

(v) PARKINSONS' DISEASE

Slowly progressive degenerative disease of nervous system causing tremor, rigidity, slowness and disturbance of balance. Must be confirmed by a neurologist.

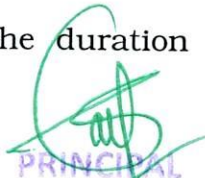
Inclusion :

Involuntary tremulous motion with lessened muscular power, in parts not in action and even when supported; with a propensity to bend the trunk forward and to pass from a waling to a running pace, the senses and intellects being uninjured.

Exclusion:

- (i) Patients who are stable with the support of medicine.
- (ii) Detection of Parkinsons' disease within the duration of 5 years.




 PRINCIPAL
 Yashwantrao Chavan Coll. Of Engg. & Mang.
 Dr. N.Y. Chavan Educational Complex,
 Chandhal, Neral-Kadav Road, Bhivpuri Station,
 Tal-Karjat, Dist-Raigad, Pin-410 201

Requirement :

Date of detection of the disease, hospitalization extent of involvement, duration of treatment along with discharge summary should be furnished. Mention should be made about the progressiveness of the disease, and summary of inception of the patient must be confirmed by Neurologist.

(vi) MOTOR-NEURON DISEASE :

Slowly progressive degeneration of motor neuron cells of brain and spinal cord causing weakness, wasting and twitching in limbs and difficulty in speaking and swallowing. Must be confirmed by neurologist.

Inclusions:

Irreversible/progressive motor neuron disease with presence of weakness wasting and fasciculation of limbs with/without brisk tendon jerks and extension painter response.

Exclusion:

Weakness of muscle due to other causes like infections, neuropathy traumatation, idiopathic, motor-neuron disease involving less than 02 limbs and the muscle power is more than 3 grades.

Requirement:

It should be duly supported by MRI, EMG and nerve conduction test.

- e) No teaching or Not-Teaching staff shall represent his grievance, if any, except through proper channel, nor will he canvass any non-official or outside influence or support in respect of any matter pertaining to his service in the Saraswati Education Society.”
- f) Only Governing Body reserve right to update & make any alteration without prior intimation.

Violation of above provisions amounts to misconduct, and would be liable to be punished.



PRINCIPAL
 Yadavrao Tasgaonkar coll. Of Engg. & Mang.
 Dr. N.Y.Tasgaonkar Educationl Complex,
 Chandhai, Neral-Kadav Road, Bhivpuri Station,
 Tal-Kariat Dist-Ralead. Pin.-410 201

b) Joining Time

Joining Time during first visit to explore educational avenues for children will be up to a maximum of 3 days exclusive of transit period and inclusive of Sundays/Holidays. Employees, in their second visit, will have to join within 5 days, exclusive of transit period and inclusive of Sundays/Holidays.


15. Monetary Fine

- 1) It is policy of Saraswati Education Society that Monetary fine should not be collected from any student.
- 2) Any breakage of institute property by the student, must be informed by the respective faculty in writing to the storekeeper.
- 3) Storekeeper with the help of Accountant prepares the estimate of same.
- 4) Total estimate of such breakage or loss of property is to be prepared.
- 5) The loss is to be recovered from students when they pass out by deducting it from Caution money deposit. This should be divided in equal amount.

16. Own Your Two Wheeler Scheme

- ❖ All the employees employed at the Levels Lecturer, Asst. Professor and Non-Teaching Staff with a minimum of two years of service with the institute are eligible for this scheme.
- ❖ Renewal: Renewal of the two-wheeler would be allowed, after 4 years from the date of purchase of the previous vehicle for Lecturer, Asst. Professor. For the rest it will be after 6 years.
- ❖ Entitlement: To enable people to buy a two-wheeler, the minimum limit fixed is Rs. 40,000/-. The value of the two-wheeler is equivalent to the ex-show room price of the vehicle plus the life time registration at actual subject to a maximum of 10% of the vehicle cost.
- ❖ Level Entitlement: Non-Teaching Staff, Lecturer and Asst. Professor and should not exceed 3.5% of their Annual Net Salary. This amount will be debited to the salary p.a. over a period of 3 years.




PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educational Complex,
Chandhai, Neral-Kadav Road, Bhivpuri Station,
Tal-Karjat, Dist-Raigad, Pin.-410 201

Illustration

If Annual Net Salary is Rs. 2,40,000/-, then the value of the two-wheeler that can be bought will be:


$$\frac{3.5\% \text{ of Rs. } 2,40,000/-}{13.33\%} = \text{Rs. } 63,015/-$$

Under this scheme, employees are required to pay 30% of the cost of vehicle i.e. Rs.18,905/- up front as Earnest Money Deposit (EMD) and another 30% over 3 years in equal monthly installments i.e. Rs.525/-, which will be deducted through salary. The balance 40% of the vehicle value i.e. Rs.25,206/- or entitlement i.e. $3.5\% \times 2,40,000 \times 3 = \text{Rs. } 25,200/-$, whichever is lower will be debited to the employees' salary over 3 years in equal annual installments i.e. Rs.8,400/- . After the recovery of 100% of vehicle value, the same will be transferred in employee's name. In the illustration shown, the denominator is 13.33% since 40% of the vehicle cost is debited to salary over 3 years ($40 / 3 = 13.33\%$).

Employees can buy two wheelers over and above their entitlement by paying the difference i.e. Rs.6984/- between the vehicle value, suppose Rs.70,000/- and their entitlement along with the security /initial deposit / EMD i.e. Rs.63,015/-.

- ❖ Eligibility for New two-wheeler: Employees will be eligible to buy a new vehicle as per the renewal period mentioned above, subject to clearance of all dues in respect of the previous vehicle, and after transfer of the previous two-wheeler in their name.
- ❖ Employees leaving the Institute: Employees leaving the Institute before completion of 3 years of service, from the date of purchase of the two wheeler, will have to pay the following amount:
- ❖ Value of the two wheeler (including registration cost paid by Institute) after adjusting all payments made towards the vehicle (EMI / debit to salary /EMD).
- ❖ Death In Harness: The vehicle would be transferred to the next of kin (dependent) of the deceased without any further payments.
- ❖ Retirement The vehicle would be transferred to the employee, on the date of retirement, after recovery of the total amount due.




PRINCIPAL
 Yadavrao Tasgaonkar coll. Of Engg. & Mang.
 Dr. N.Y.Tasgaonkar Educational Complex,
 Chandhai, Neral-Kadav Road, Bhivpuri Station,
 Tal-Karjat, Dist-Raigad, Pin.-410 201

17. Own Your Car Scheme

Eligibility	Criteria
Associate Director/ Director/ Campus Director	After Completion of two years
Professor	After Completion of two years

- ❖ **Renewal:** Renewal of the car would be allowed, after 5 years from the date of purchase of the previous car, subject to clearance of all dues.
- ❖ **Entitlement:** To enable people to buy a car, the minimum limit fixed is Rs. 3.75 lacs. The value of the car is inclusive of ex-show room price of the vehicle plus the lifetime registration at actual, subject to a maximum of 9% of the vehicle cost.

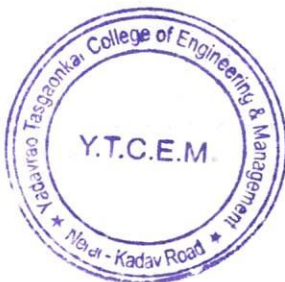
Level	Entitlement
Professor / Associate Director	Should not exceed 5.5% of the Annual Net Salary divided by 40% of the value over five years period (refer illustration)
Director	Should not exceed 6% of Annual Net Salary divided by 40% of the value over five years period (refer illustration)
Campus Director	Should not exceed 6.5% of the Annual Net Salary divided by 40% of the value over five years period (refer illustration)

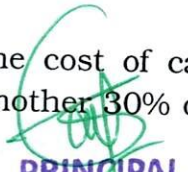
Illustration

If Annual Net Salary is Rs. 8.0 lacs p.a., then the value of the car that can be bought will be:

$$\frac{6\% \text{ of Rs. } 8,00,000/-}{8\%} = \text{Rs. } 6,00,000/-$$

Under this scheme, employees are required to pay 30% of the cost of car i.e. Rs.1,80,000/- up front as Earnest Money Deposit (EMD) and another 30% over 5




PRINCIPAL
 Yadavrao Tasgaonkar coll. Of Engg. & Mang.
 Dr. N.Y.Tasgaonkar Educational Complex,
 Chandhal, Neral-Kadav Road, Bhivpuri Station,
 Tal-Karjat, Dist-Raigad, Pin.-410 201

years in equal monthly installments i.e. Rs.3,000/-, which will be deducted through salary. The balance 40% of the car value i.e. Rs.2,40,000 /- or entitlement i.e. $6\% \times 8,00,000 \times 5 = \text{Rs.}2,40,000 /-$, whichever is lower will be debited to the employees' salary over 5 years in equal annual installments i.e. Rs.48,000/-. After the recovery of 100% of car value, the same will be transferred in employee's name. In the illustration shown, the denominator is 8% since 40% of the vehicle cost is debited to Annual Net Salary over 5 years ($40 / 5 = 8\%$). Employees buying cars over and above their entitlement will pay the additional amount in the beginning along with the earnest money deposit.

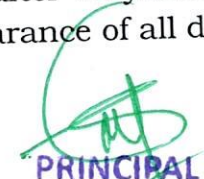
- ❖ **Process:** All applications will be routed through the respective Head of the department, Divisional Head (D) and above in prescribed Form. (Appendix I). Eligibility for New car Employees will be eligible to buy a new car only after 3 years, subject to clearance of all dues in respect of the previous car, and after transfer of the previous car in their name.
- ❖ **Employees leaving the Institute:** Employees, who leave the Institute before completion of 3 years of service, from the date of purchase of the Car, will have to pay amount equal to the cost of the car after adjusting all payments made against EMD, EMI and monthly debit to salary.
- ❖ **Death in Harness:** The Car would be transferred to the next of kin (dependent) of the deceased without any further payments.
- ❖ **Retirement:** The Car would be transferred to the employee, on the date of retirement, after recovery of the book value of car.

18. Own Your Home Scheme

Eligibility	Criteria
Associate Director/ Director/ Campus Director	After Completion of two years
Professor/ Lecturer/ Asst. Professor/ Non-Teaching Staff	After Completion of two years

- ❖ **Renewal:** Renewal of the scheme would be allowed, after 10 years from the date of purchase of the previous Home, subject to clearance of all dues.




PRINCIPAL
 Yadavrao Tasgaonkar coll. Of Engg. & Mang.
 Dr. N.Y.Tasgaonkar Educational Complex,
 Chandhai, Neral-Kadav Road, Bhivpuri Station,
 Tal-Karjat, Dist-Raigad, Pin.-410 201

- ❖ Entitlement: To enable people to buy a Home, the minimum limit fixed is Rs. 5 lacs. The value of the Home is inclusive of registration, stamp duty etc. at actual subject to a maximum of 9% of the home cost.

Level	Entitlement
Professor / Associate Director/ Lecturer/ Asst. Professor/ Non- Teaching Staff	Should not exceed 7% of the Annual Net Salary divided by 15% of the value over ten years period (refer illustration)
Director	Should not exceed 7.5% of Annual Net Salary divided by 15% of the value over ten years period (refer illustration)
Campus Director	Should not exceed 8% of the Annual Net Salary divided by 15% of the value over ten years period (refer illustration)

Illustration

If Annual Net Salary is Rs. 2.40 lacs p.a., then the value of the Home that can be purchased will be:

$$\frac{7\% \text{ of Rs. } 2,40,000/-}{1.5\%} = \text{Rs. } 11,20,000/-$$

1.5%

Under this scheme, employees are required to arrange 85% of the cost of Home i.e. Rs.9,52,000/- through Home Loan and remaining 15%(i.e.Rs.1,68,000 will be paid by society subsequently applicant need to pay this amount to the society over a period of 10 years in equal monthly installments i.e. Rs.1,400/- which will be interest free, will be deducted through salary. In the illustration shown, the denominator is 1.5% since 15% of the home cost is debited to monthly salary over 10 years (15 / 10 = 1.5%). Employees buying Home over and above their entitlement will pay the additional amount from their own pocket.



PRINCIPAL
Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educationl Complex,
Chandhai,Neral-Kadav Road,Bhivpuri Station,
Tal-Kariat, Dist-Raigad,Pin.-410 201

- ❖ **Process:** All applications will be routed through the respective Head of the department, Divisional Head (D) and above in prescribed Form. Eligibility for New Home, Employees will be eligible to buy a new Home only after 10 years, subject to clearance of all dues in respect of the previous Home, and after transfer of the previous Home in their name.
- ❖ **Employees leaving the Institute/ Retirement:** Employees, who leave/ retire before completion of 10 years of service, from the date of purchase of the Home, will have to clear the balance amount.



A handwritten signature in green ink, appearing to be 'S. S. S.', written over the printed title 'PRINCIPAL'.

PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educational Complex,
Chandhai, Neral-Kaday Road, Bhivpuri Station,
Tal-Kariat, Dist-Raigad, Pin.-410 201

SARASWATI
EDUCATION SOCIETY

19. EMPLOYEE EMERGENCY LOAN POLICY

BASIC PRINCIPLES

The purpose of policy is to provide loans to Teaching & Non teaching staff of Saraswati Education Society, who had an immediate requirement of funds as a result of emergency & have no other source of money available within the time necessary to act, or who have a dire personal financial Hardship & cannot obtain a loan from Financial Institutions. The Employee Emergency loans Policy is not intended to compete with financial institutions. It is indented to fill the need of SES's Employees that are not being meat by that source. Only governing body reserves right to update & make any alteration without prior intimation.

Definition

EMI: Estimated Monthly Installment.

Close Family Members: Employees Parents, Spouse/Husband, Children's, Grandparents, Minor Brother/Sister, Widow Sister & Widow Sister-in-law.

Guarantor: Saraswati Education Society holds right to deduct all dues of Borrower from Guarantor Salary through payroll & other beneficiary funds.

Loans Guidelines

A. Employee Eligibility

1. Any Teaching or non teaching Staff who had completed his Probation period is Eligible.
2. Good Employment record.

B. An emergency

1. **For the purpose of this policy, an emergency is consider to be an event that,**
 - i. Could not be reasonably expected to occur, and
 - ii. Is unlikely to occur again.




PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y. Tasgaonkar Educational Complex,
Chandha, Neral-Kadav Road, Bhivpuri Station,
Mumbai - 401 201

2. Example of emergency that meets the Qualification.

- i. Inability to pay Medical charges of closes family members.
- ii. Inability to pay child's tuitions fees (Except Private Coaching Tutorials)

3. Example of emergency, that does not meet the qualification,

- i. Inability to pay routine expenses such as credit card & utility expenses.
- ii. Inability to pay taxes, insurances.
- iii. Inability to pay Holiday expenses.

C. Loans Limitations

All emergency loans are subject to following limitation,

- i. Borrower must get three Guarantor's Signature on loan application form, who works in any campus of SES's (Except Blood Relation)
- ii. Teaching or Non-teaching staff under Probation cannot act as Guarantor.
- iii. The maximum loan granted shall not exceed Four times of Net Monthly Salary.
- iv. Rate of interest on loan amount is 7%.
- v. Minimum installment will be of 10% of Net Salary.
- vi. First Installment will be scheduled for the next available pay roll.
- vii. In case of due in installment, Rs 500 will be fined, other than installment.
- viii. No penalty would be charged for prepayment.
- ix. An employee can obtain maximum two emergency loans.
- x. Second loan will be available only if he/she fulfills his living after deduction of both installments.
- xi. Repayment of Emergency loans must be through monthly payroll deductions.
- xii. A requisition should be made to HR for alternative mode of payment.
- xiii. No loan will be approved six month prior to retirement.
- xiv. No Teaching & Non teaching staff, shall represents his/her grievance, if any, except through proper channel, nor will be canvass any non-official or outside influence or support in respect of any matter pertaining to his/her service in SARASWATI EDUCATION SOCIETY.
- xv. Any manipulations will be treated as Misconduct.



PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educationl Complex,
Chandhai, Neral-Kadav Road, Bhivpuri Station,
Tal-Kariat, Dist-Raigad, Pin.-410 201

D. Procedure for obtaining Employee Emergency loan,

- i. A requisition form is to be filled by Borrower & required original documents (SSC, HSC, GRADUATION certificate) are to be submitted to HR in Head Office.
- ii. All three Guarantor's should sign in front of HR.
- iii. Based on review of emergency loan request Human Resource Team will determine the amount of emergency loans with provided terms & conditions of its repayment.
- iv. The prospective borrower must indicate his/her agreement with all of the terms & condition of emergency loan by signing a promissory note. A copy of it will be provided to the borrower, HR department & Accounts.
- v. Borrower should submit all original required documents to HR Department.

If EMPLOYEE FAILS TO FULFILL ANY OF THE ABOVE CONDITION SARASWATI EDUCATION SOCIETY HOLDS RIGHT TO REJECT LOAN REQUISITION.



**SARASWATI
EDUCATION SOCIETY**

PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educationl Complex,
Chandhai, Neral-Kadav Road, Bhivpuri Station,
Tal-Karjat, Dist-Raigad, Pin.-410 201

SARASWATI EDUCATION SOCIETY
EMPLOYEE EMERGENCY LOAN FUND FORM

Name: _____

Designation: _____

Date of Joining: _____

Monthly Net Salary: _____

Campus: _____

Loans Amount: _____

Reason: _____

Supporting Documents:

- i.
- ii.
- iii.

Status : Approved/ Not approved/Pending

Approved/Not Approved by: _____

Approved on: __/__/____




PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
 Dr. N.Y.Tasgaonkar Educationl Complex,
 Chandhai, Neral-Kadav Road, Bhivpuri Station,
 Tal-Karjat, Dist-Raigad, Pin.-410 201

Employee Promissory Note

Name: _____

Designation: _____

Campus: _____

Loan No: _____

Loan financed: _____

Interest rate: _____

Mode of Payment: Payroll

No. of Installment: _____

Last Installment: ___/___/___

For loan received from SARASWATI EDUCATION SOCIETY Rs _____ in _____ consecutive monthly payment of Rs _____, beginning with ___/___/___, & on the same date of each subsequent month until paid in full. Prepayment may be made without penalty & with interest accrued to the date of payment. In case of failure SARASWATI EDUCATION SOCIETY may assess Rs 500/-only as fine. In the event of separation from SARASWATI EDUCATION SOCIETY by mean of resignation, Dismiss or Retirement, SARASWATI EDUCATION SOCIETY will declare the outstanding balance of loans immediately due & payable.

SARASWATI
EDUCATION SOCIETY

Employee Signature: _____

Date: _____

Approved by: _____

Sign & Seal: _____




PRINCIPAL
 Yadavrao Tasgaonkar coll. Of Engg. & Mang.
 Dr. N.Y.Tasgaonkar Educationl Complex,
 Chandhai, Neral-Kadav Road, Bhivpuri Station,
 Tal-Karjat, Dist-Raigad, Pin.-410 201

Guarantor Form

We undersign, understood the terms & conditions & accepts the responsibility as Guarantor for Mr/Ms _____ for his loan from SARASWATI EDUCATION SOCIETY.

Content	Guarantor-01	Guarantor-02	Guarantor-03
Name			
Designation			
Campus			
Years of Service			
Contact No:			
Payroll			
Loan Number			
Sign			

Signed in front of Mr/Ms: _____

Name : _____

Date : ____/____/____



PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educationl Complex,
Chandhai, Neral-Kadav Road, Bhivpuri Station,
Tal-Karjat, Dist-Raigad, Pin.-410 201

20. Medi-claim

Saraswati Education Society have already implemented mediclaim insurance scheme to all its employees. Saraswati Education Society will contribute Rs. 100/- (Rs. One hundred only) per person (This will be approx. 50 % contribution).

e.g. I) EMI for employer = Rs. 180/-

Employer share – Rs.80/- & Employer share Rs. 100/-

II) EMI for Employer = 230/-

Employer share – Rs.130/- & Employer share Rs. 100/-

21. Employees Credit Co-operative Society

All the members of SESGOI Family are also members of the Co-operative society. Nominal deduction of Rs. 100/- per month is deducted from the salary for teaching staff and Rs. 50/- per month for non-teaching staff. As against that he is entitled for a loan up to Rs. 25,000/-. During Probation one is entitled for loan of maximum up to Rs. 5000/-. Two guarantors are required to apply for loan.

Benefits after confirmation

- ❖ Loan – as per SES rules.
- ❖ Subsidy for buying Two Wheeler.
- ❖ Employee Self Development Scheme.

22. Travel and Expenses Policy

Objective:

To lay down norms and limits for travel and other expenses reimbursement.

Mode of travel:

All employees are expected to make use of the most economical mode of transport. For intra-city travel, this would include public transport like trains, rickshaws, autos or point-to-point Meru taxis. For inter-state travel, and depending on distance and journey time, flights are permissible under prior approval from approving authority (Chairman, SES). If employee is traveling to another city can hire a full-day non-AC taxi with prior approval from Principal / Director.




PRINCIPAL

Yadavrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educationl Complex,
Chandhai, Neral-Kadav Road, Bhivpuri Station,
Tal-Neral, Dist-Raigad, Pin.-410 201

Accommodation:

While on tour, accommodation should be organized in a hotel/guest house. Original bills must be submitted for claims. For employees making their own arrangements for stay at 'away' locations, a lump sum payment is applicable as reimbursement per night of stay.

Per diem:

A per diem allowance is applicable for employees working outside their designated place of posting. For this to be applicable, the duration of work in an 'away' location has to be greater than 12 hours. This per diem allowance covers all meals, and all other incidental expenses including hotel telephone calls, laundry, mineral water, etc. except transport/travel.

Team meals:

With respect to meal reimbursement, if two or more Institute employees are having a meal together at an 'away' location, all the names must be mentioned in the bill submitted for reimbursement and the senior most Institute employees must pay the bill. If the bill exceeds the above mentioned limit, and no names are mentioned, reimbursement will be restricted to the per diem limit for one employee.

Advances and petty cash:

All bills pertaining to advances or petty cash withdrawn must be submitted to the Institute within 3 days of drawing of the advance. Extreme exceptions, with the reason mentioned in writing, can be approved by the approving authority.

Cell phone expenses:

The SES will not provide cell phone instruments except under special request and with approval of Director. Cell phone charges will be reimbursed as per the bill submitted by the employee (only to the sanctioned employees) per month per employee, including subscription and roaming/STD charges.

Process:

For reimbursements, bills can be submitted to the Institute at the end of each month, against the planned expenditure for that month. Bills for expenses incurred against advances and petty cash need to be submitted within 3 days of withdrawal of such advance.

Travel and Expenses allowances applicable as per cadre and will be declared by SES every year.



PRINCIPAL

Yashwantrao Tasgaonkar coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educational Complex,
Chandhai, Neral-Kadav Road, Bhivpuri Station,
Tal-Karjat, Dist-Raigad, Pin.-410 201

23. Training & Development

1. Research department will be made available to faculty and students to develop their research written and presentation skills.
2. Case studies, presentations to be developed and discussed in the research cell.
3. Faculty will be provided necessary assistance to pursue further studied like P.G., Ph.D. Leave will be granted to them by the respective principles.
4. Faculty should write minimum two articles and make one presentation every year at national and international conference.
5. Faculty will be send for FDP (Faculty Development Programs), seminars and workshop.
6. The faculty should encourage the students to do the industry based projects/assignments.
7. The faculty should attend the guest lecturers/seminars conducted at the institute.
8. TA/ DA will be paid to the faculty for attending seminars /workshop outside conducted at national and international levels as per the grades.
9. The institute will bear the seminar /workshop fees for the faculty attending the program.
10. Training of N/T staff will be arranged in house. Laboratory Assistants will be permitted to attend seminars /workshops of other institutes.



SARASWATI
EDUCATION SOCIETY

PRINCIPAL

Yashwantrao Tasgaonkar Coll. Of Engg. & Mang.
Dr. N.Y.Tasgaonkar Educational Complex,
Chandhal, Neral-Kadav Road, Bhivpuri Station,
Tal-Karijat, Dist-Raigad, Pin.-410 201