



# Staff Hand Book

## Guru Gobind Singh Foundation

- Guru Gobind Singh Public School and Junior College
- Guru Gobind Singh Polytechnic
- Guru Gobind Singh College of Engineering and Research Centre



Education is the key to success  
Educating children and youth  
Enlightment is a door to achieve goal

At GGSF our aim of education is to produce healthy and normal human being who understands the meaning of life as it demands from them. Education is important for personal, social and economic development of nation as well as success of life.

At GGSF the students are constantly reminded by faculty members and psychologist that the fundamental law of life is cooperation, and not self-domination or conflict.

GGSF ensures that students are able to utilize their skills and education to overcome difficult obstacles in any area of life so that one can take corrective measures at that moment.

GGSF is lush green campus centrally located at Nasik having School, Polytechnic and Degree Engineering College. All Institutes having world-class infrastructure, well equipped education facilities with the backbone of strong and eminent teaching fraternity. GGSF emphasis on educating the students and provide the application of knowledge in various life skills and values to become better citizen.





## ABOUT GGSF



Guru Gobind Singh Foundation was established way back in 1978 by Sikh community of NASIK with motto of providing best education to students without and discretion of caste, religion and status that to at the most economical cost.

The foundation started school in 1978 with only 9 students in Gurudwara premises and members came to together to purchase land for school in Guru Nanak society behind Inayat Café, Indira nagar , school building was constructed through generous contribution from all members , The school was there upto 2001 till it got shifted to new premises that is for almost 15 years.

In 1986 management realised that to impart best education we need better infrastructure due to space constraint in current school , More space was needed to provided facilities like playground and other facilities to students for there growth . Management identified 32 acres of land at Pathardi phata and then requested community members to help in purchase of this land with understanding to hand over 12 acres of land for education purpose . Accordingly, Sikh members came together in forming of shree Bharat cooperative society to purchase 32 acres of land with clear-cut understanding to hand over 12 acres of land For education purpose to GGSF once all land formalities are completed. For which all members willingly signed affidavit for same . Accordingly the land of 12 acres was officially donated to Guru Gobind Singh foundation to start campus for school and polytechnic in year 2000.

It has been our endeavour to impart best education at most economical cost, our management and faculty members have been instrumental in growth of foundation in last four decades and today we house more than 5000 students in campus.

Our school is considered as one of the best schools in Indira Nagar wherein we cater to students coming from middle class and lower middle class families and management charges very reasonable fees.

The polytechnic that was started in 2001 is one of the best polytechnic in Nasik in term of studies and infrastructure. We are also proud to say that we are the only polytechnic in NASIK which has all 5 branches Accredited by NBA.

In pursuit to developing skilled manpower we started our Engineering College in 2013 and in last 5 years we are among top 5 colleges in NASIK. This has been possible by sheer dedication of foundation members and Management committee. The management committee is doing only social service and do not get any emolument from foundation.

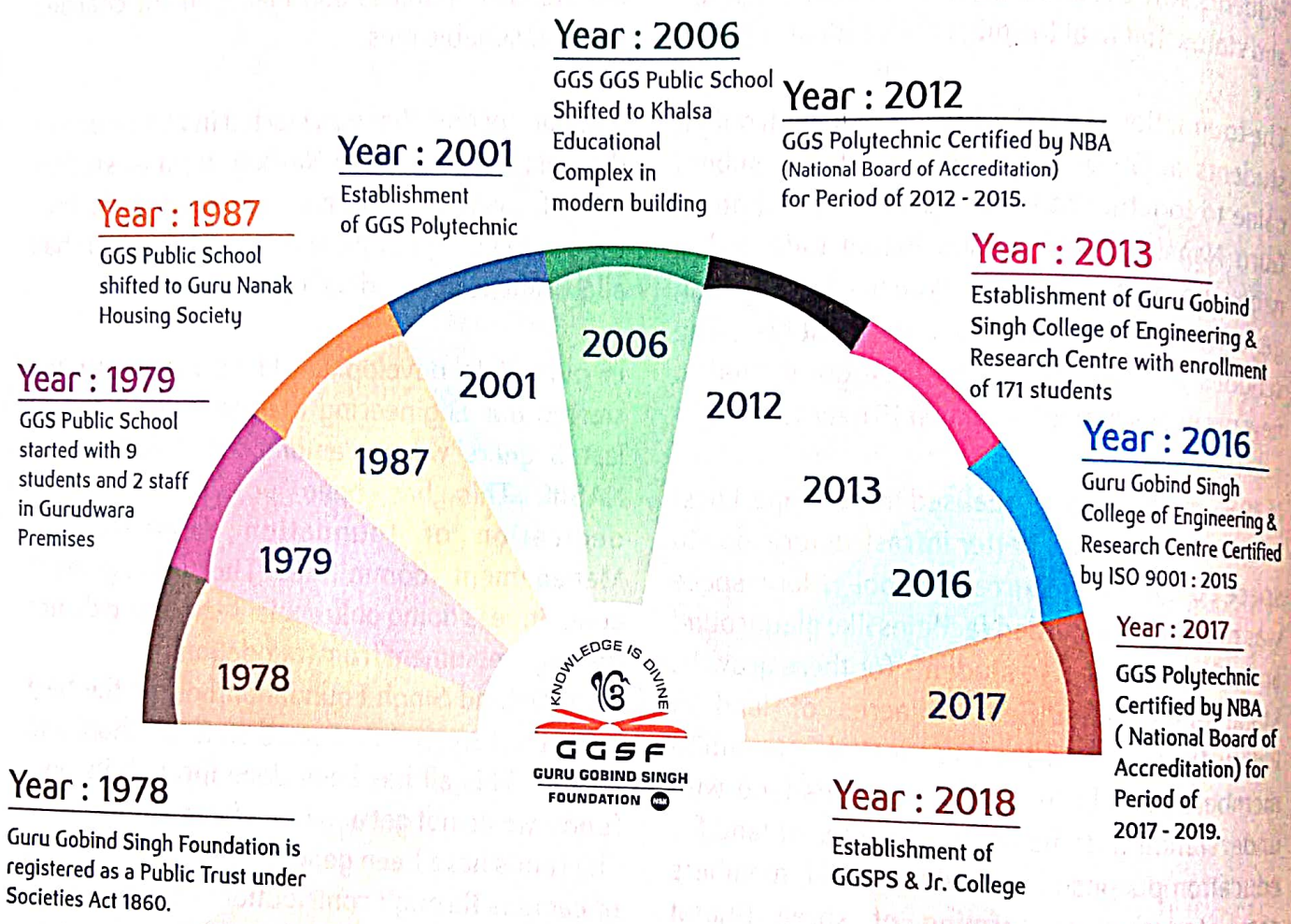
Guru Gobind Singh Foundation houses the best infrastructure and dedicated staff in school and college. This all has been done through its own funds; we do not get any grant from Government. The funds have been generated for development of campus through contributions collected from Sikh and Punjabi member's staying in and around Nasik district.

Guru Gobind Singh Foundation has memorandum of understanding with major companies like Siemens, Bosch, MSEB, and NEC. These companies help in ensuring skill development and Soft skills of students.

Management of GGSF has been supporting bright students but economically poor to support their education by way of members directly paying their fees to foundation.



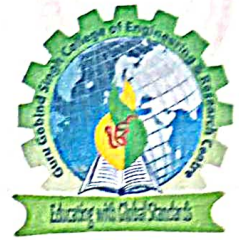
# PROGRESS OF FOUNDATION







Guru Gobind Singh Foundation's  
**Guru Gobind Singh College of  
Engineering and Research Centre, Nashik**



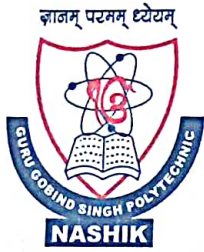
# Quality Policy

We at Guru Gobind Singh College of Engineering and Research Centre, Nashik, are committed to impart quality education and training leading to degree in Engineering. We aim to be one of the leading global institutes through continual improvement in scholastic and skill abilities with Effective Quality Management System.

**Dr. Neelkanth G. Nikam**  
Principal  
Guru Gobind Singh College of  
Engineering and Research Centre,  
Nashik (MS)

**Perminder Singh**  
Chief Executive Officer,  
Guru Gobind Foundation,  
Nashik (MS)





Guru Gobind Singh Foundation's

# GURU GOBIND SINGH POLYTECHNIC, NASHIK

PROGRAMME CE, CO, EE, EJ, ME HAVE BEEN ACCREDITED BY NATIONAL BOARD OF ACCREDITATION (NBA) NEW DELHI (2012-15, 2017-19)

## VISION

An Institute striving for excellence in providing scientific and technical education, to develop intellectual, innovation and quality students to prepare them to face challenges of modern society.

## MISSION

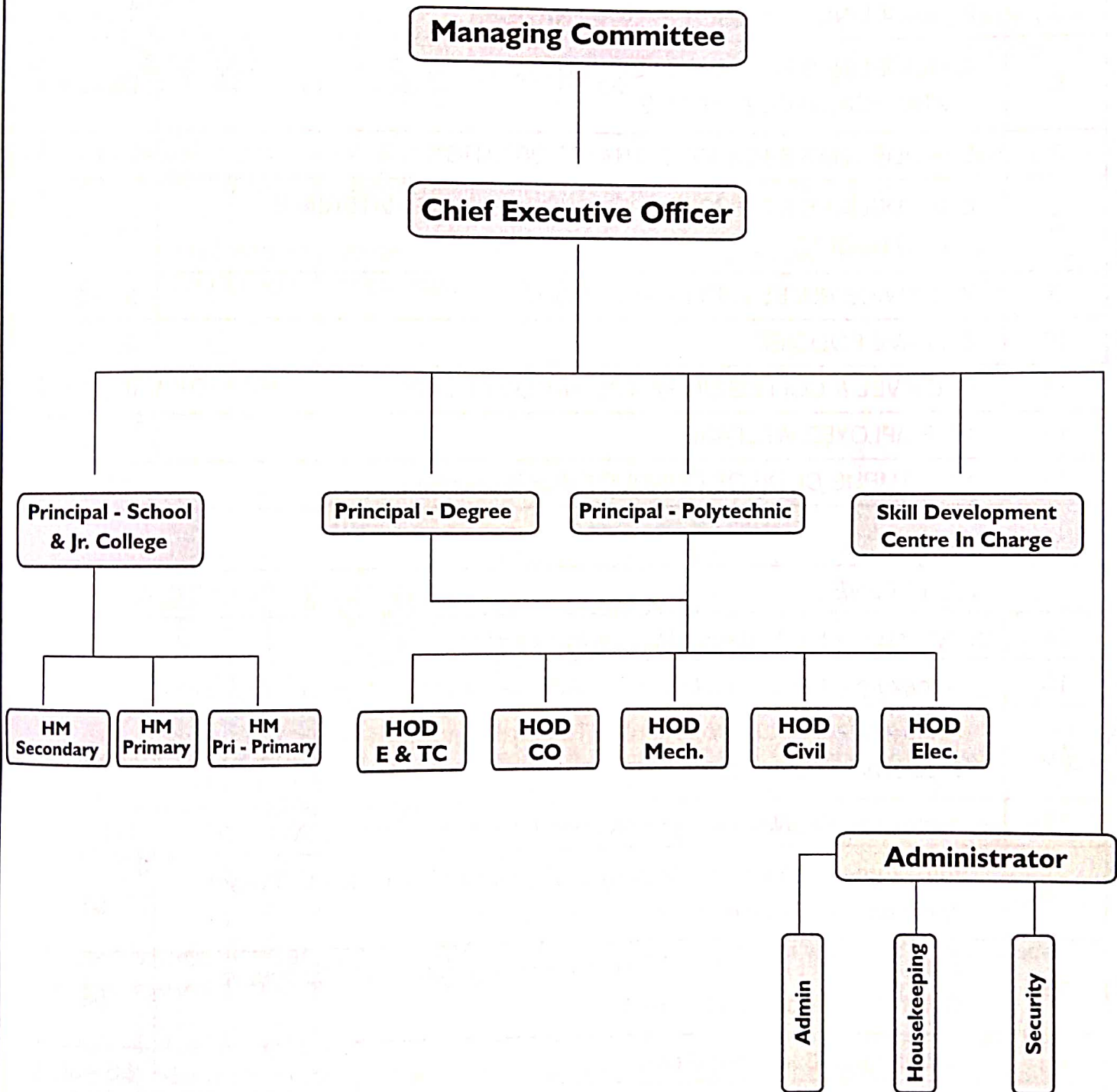
- To be an educational hub in providing high quality, affordable and accessible education programs.
- To benchmark with the best global standards of quality education.
- To engage and motivate students through stimulating and collaborative experiences.
- To enhance the commitment of faculty, staff and students to the centrality of diversity, social justice and democratic citizenship.

## VALUES

- Student Centric Learning
- Professional developments and Scholarships.
- Integrity and ethics
- Innovation and Flexibility
- Team Work and collaboration



**Organizational Chart :**





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Statutory Warning :

THIS PROPERTY BELONGS TO GURU GOBIND SINGH FOUNDATION, NASHIK. ALL RIGHTS TO CHANGE OR  
TERMINATE THE POLICIES WILL BE RESERVED WITH MANAGEMENT & CEO OF THE GURU GOBIND SINGH FOUNDATION, NASHIK.



## ***From Presidents Desk***



Welcome to Guru Gobind Singh Foundation!

You are now a member of a GGSF & dedicated to academic excellence, one of the finest liberal colleges in the Nasik. GGSF is a place where all members of the faculty and staff are dedicated to fostering an environment in which students can realize their true potential. We strive to be a respectful and inclusive community that welcomes everyone.

We are pleased by providing this Staff Hand Book, which outlines the policies and procedures for the foundation. It is our intention to assure employees fair and equal treatment.

We hope, you will find employments experience a satisfying one and personal fulfilment in knowing the vital contribution that you make to the success of our foundation.

**S.Gurdev Singh Birdi**  
**President**

## ***From CEO Desk***



Welcome to Guru Gobind Singh Foundation!

The strength and vitality of our Institute today is due to many important contributions made by each of its member.

The Institute benefits greatly from dedication and professionalism that each of you bring to your work. Our Institute takes special interest in well-being of everyone in its communities.

To ensure the GGSF's success in accomplishing its mission, this handbook has been prepared for providing the basic understanding of the GGSF's mission, vision, policies and responsibilities of staff.

Commitment to these values is significant for our mutual success in academic quality, student success, research & innovation and community social responsibility.

We believe that each employee contributes directly to the GGSF's growth and success. We hope that it will take pride in being a GGSF team member and your experience will be challenging, enjoyable, and rewarding.

Best regards,

**Perminder Singh**  
**Chief Executive Officer**



## CHAPTER I JOB DESCRIPTION

### Objective :

To ensure mutual respect and freedom for everyone and be role models to student community.

### I.1 Reporting For Duties On Time

- The working week consists of 42 working hours. This excludes lunch break. Every institute has their own working hours. All working Saturdays are half day & Sundays are weekly off.

- Time Schedule displayed as follow :

Institute	Section	Class	Timing		
			Teaching Staff	Non Teaching Staff	Student
School	Pri - Primary	Nur. to Sr. KG	8.30am to 12.30pm	9.30 am to 05.30 pm	9.00am to 12.00pm
	Primary	I st to 4 th	12.00pm to 5.30pm		12.30pm to 5.30pm
	Secondary	5 th to 10 th	7.25am to 02.30pm		7.30am to 02.00pm
	Saturday		9.00 am to 01.00 pm		Holiday
Jr. College		Mon. - Sat.	9.30 am to 5.30 pm	9.30 am to 5.30 pm	9.30 am to 5.30 pm
Polytechnic	I st Shift	Mon. - Fri.	8.45am to 4.50pm	8.45am to 5.00pm	8.50am to 4.30pm
	II nd Shift	Mon. - Fri.	11.50am to 6.35pm	9.30am to 5.20pm	12.30pm to 6.30pm
		Saturday	8.45 am to 12.20 pm		8.50am to 12.00pm
			8.45 am to 12.20 pm		8.50am to 12.00pm
Degree		Mon. - Fri.	9.30 am to 5.20 pm	9.30 am to 5.30 pm	9.50 am to 5.15 pm
		Saturday	9.30 am to 1.20 pm	9.30 am to 1.30 pm	Holiday

- College / School working hours are normally from 9.30 a.m. to 5.30 p.m. However, those who have academic, administrative, examination or any other such work shall follow any other timing as directed by HOD, HEAD MISTRESS/Principal/Management/CEO.
- If staff members goes out of the campus during working hours for personal work without having a gate pass (of personal work) duly signed by Authorities in such case full day without pay leave will be marked.
- Even if, Staff members report late by 10 min or leaves early for the day it will be marked as leave without pay for the day.
- This facility of gate pass can be availed only once in a month. If misused disciplinary action will be taken against the staff.



- If staff members having one late mark on the attendance register in a month, it will be converted in **Full day leave without pay**.
- For more than one late mark in a month per late mark per day leave without pay will be deducted
- Staff members shall compulsorily wear College/School ID while in the College/School premises.
- All staff members should report in the institute in assigned uniform in all working days. GGSF has introduced the "Dress-Down Saturday" when employees can wear more casual clothing. of the institute.
- The dress material for uniform will be provided by foundation to each staff members once in two year.
- All staff members are expected to present themselves in **Uniforms Only**, which is provided by the foundation. Clothes like sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.
- Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms. Please refer Mobile policy.
- Staff members shall submit their investment details to the account section before 10<sup>th</sup> January of each year in the prescribed form to enable them to deduct the tax at source, failing which income tax shall be deducted as per rules.
- Faculty and staff shall communicate to each other and with students only in English.
- As a security measure, members of the staff who need parking facility in campus shall give their names and the registration number of the vehicle to the security supervisor.
- Staff members may arrange meeting of any kind with permission/request to HOD, HEAD MISTRESS/Principal/CEO/Management only.

## **1.2 Biometric Attendance Policy :**

The purpose of this policy is to establish guidelines to improve efficiency in monitoring the attendance, leave records and over all working environment by Biometric Based Attendance Monitoring System (BBAMS) .This policy is applicable to all staff members who work under normal working hours.

The rules that will be followed for operation of the system as follows :

- The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by Principal. Whereas, the matter of attendance and related policy will be dealt in office.
- The term staff used in these rules would include all the teaching, non-teaching and other staff of GGSF.
- All the staffs of GGSF would be able to mark their attendance in the machines installed near Administrative Office. In case, if the machine is not functioning, the staffs may mark their attendance in CCTV installed in GGSF with supporting mail to the principal.
- All staff will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.



- Attendance reports would be available on ERP on daily basis and concerned staff shall get their attendance regularized within two days from the date of absence.
- In case, any staff is to visit local offices for official purposes and in such case would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it would be sent to principal in proper channel through e-mail as mentioned the details above.
- Bio-Metric machine and corridors leading to this machine shall be under 24-hours surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any staff found to be tampering with the attendance monitoring system / surveillance system.
- It must be ensured by the controlling officer / staff concerned that duly recommended leave applications of any nature are sent to concern sections promptly through ERP. The sections in the office shall ensure that all such leaves for a month are duly sanctioned by 30<sup>th</sup> of the month will be entrained only for calculating the monthly salary of the following month. The leave applied after the stipulated date and regularization of miss punch or early / late going etc. after the 30<sup>th</sup> of the corresponding month will be entertained for next month salary with a special request.

### **I.3 Mobile Phone Policy**

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at :

- Do not permit the students to use mobile phones within the campus.
- Instruct the day scholars who carrying mobile phones to the college/School shall deposit the same in the designated place before 9.55 AM and can collect the same after 5.10 PM.
- The mobile phones shall be kept in silent mode / off while depositing in the designated place.
- All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- Instruct to students that if they violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course.
- Staff members are allowed to use mobile phones in their respective cabins.
- Use of mobile phones is restricted in the campus for the students. In case of emergency, one can use it with prior permission by competent authority for the stipulated period.
- Each member is responsible for the safety of their mobiles. They cannot hold anyone responsible for the loss of his / her mobile phones.

### **I.4 Transfer Policy :**

- If you have a satisfactory work record with the organization and wish to be transferred from one location to another, you are encouraged to make your intentions known to your institute management team. However granting of request is based on work needs. Under certain circumstances management may transfer you to another location on a temporary or permanent basis to meet the operating needs.
- Management / CEO has the final authority to approve the inter institute or location transfer.



## **CHAPTER II: THE DUTIES AND RESPONSIBILITIES**

### **2.1 General :**

- The faculty member should come to the college/School at least 5 minutes before the commencement of classes and should leave the college/School not earlier than 5 minutes after the end of the last hour.
- All the staff members are expected to follow the rules and regulations of the institution as prevalent from time to time.
- Faculty members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/CEO/Management.
- Faculty members should attempt to publish text books, research papers in reputed International and Notional Journals and Conferences.
- The faculty member must strive to prepare him/ her academically to meet all the challenges and requirements in the met with HOD, Head Mistress of teaching so that the input may be useful for the student community at large. Every faculty member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- Groupism of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to discipline proceedings.
- Faculty shall ensure that discipline is maintained in the classroom, labs and college/school premises. In case of serious matters of indiscipline, the same shall be reported to the HOD, HEAD MISTRESS/ Principal on standard discipline report
- Being a faculty, your first and foremost duty is to teach, which you are expected to carry out sincerely and in an engaging manner. Dull, boring , one way lessons with out-dated methods involving, no homework and study on your part will not be acceptable
- Come to class well prepared, use group discussion method, peer to peer interaction, role plays, games, etc.
- Do not accept gifts or favours from the students or parents that might impair or appear to influence professional decisions or actions.
- Be polite to your colleagues and parents and make every possible effort to encourage parents to interest themselves actively in the education and welfare of their children.
- You should act within the community in a manner which enhances the prestige of your profession.
- During vacations or on any public holidays, if called to Institute for education department work or Management work, it is your foremost duty to have a positive attitude and complete the given task.
- While in institute, you all are the custodians of each and every student (in the entire campus) for which parents have paid us. Their trust in us is uppermost. If you lose the trust of parent, we lose the student. In a nut shell, you are paid to look after them, groom them and educate them. Never forget this, Parents trust you more than any one, never let their expectations down because trust is extremely difficult to earn.

### **2.2 Duties of the Principal/ H.M./ HOD :**

Prime Role of a Principal / H.M. / HOD is to give effective direction, build motivation, to develop team spirit, high morale and overcoming resistance to change.



### **2.2.1 Academic Responsibilities :**

- When not involved in teaching duties, to devote as much time as possible to the supervision of the School/Department/College; observing methods of instruction and endeavouring to improve the efficiency of the staff and the institute in general.
- Establish a climate in which students can develop self-discipline.
- To plan and observe assembly, if applicable.
- To allot class and duties
- To plan month wise, week wise and day wise syllabus activities for teachers and students.
- Regular lesson observation of teachers
- Lesson plan, vertical plan to check weekly and monthly.
- Formation of different committees and observing its smooth working
- Making of timetable
- Getting the examination procedure done fairly

### **2.2.2 Official Work :**

- To check general register/ attendance musters.
- To check School / College leaving certificates records
- To keep daily records updated.
- To maintain daily attendance and leave registers to update.
- Arranging training sessions for teachers by all means.
- Weekly meetings of staff
- Formation of P.T.A and conducting its meetings & regular follow-ups of complains and feedbacks.
- Keeping all records and documents updated for yearly inspection
- Keeping track records of all re-admission.
- To keep records of requirements of the section.
- To allot and maintain proxy periods and book.
- Day to day report to Principal.

### **2.2.3 Weekly report to CEO Sir (Weekly Meetings):**

- Maintaining inter communication office records

### **2.2.4 Communication and Public Relation :**

- Maintain communications with parents or guardians regarding the total school/college program, student achievement, placement and behaviour.
- Inform parents of the school/college activities through newsletters, information rights parent/teacher conferences, etc.

### **2.2.5 Other Activities :**

- To maintain discipline
- Planning and observing extra-curricular activities
- Organizing annual day function and other functions
- Maintaining the scheduled of housing keeping staff and monitoring them.
- Handling the regular inter section rift among the teachers and their complaints
- Observing the overall smooth functioning of the section
- Govt. dept. work
- Records of baseline examinations.
- All new admission including Regular/RTE /Management admission and its records to be updated.
- Attending regular meetings of Education Department/AICTE/Board/MSBTE/ University.
- Providing regular information asked by the N.M.C/ Board/ AICTE /University/ UGC/ MSBTE



### 2.2.6 In Department / Section

- The faculty member should always first talk to the HOD/HEAD MISTRESS and keep the HOD/HEAD MISTRESS in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD/HEAD MISTRESS after taking into account the faculty member's interests and area of specialization.
- In addition to the teaching, the faculty member should take additional responsibilities as assigned by HOD/HEAD MISTRESS / Principal/ Management / COE / Administrator in academic, co-curricular or extracurricular activities.
- Every faculty member should maintain student's attendance records and the absentees roll number should be noted every day in the software as soon as the classes/laboratory hours are over.
- Whenever faculty members intend to take leave, it should get sanctioned in advance and with proper alternate arrangements made for class / lab / Invigilation. In case of emergency, the HOD/HEAD MISTRESS and tutor must be informed with appropriate alternate arrangements suggested.
- The faculty member should make himself / herself presentable. The faculty member should show no partiality to any segment / individual student.
- The tutor must update the student's personal file regularly and put up for inspection by HOD/HEAD MISTRESS/Principal as the case may be:
  - I. To give counselling to the students, if needed.
  - II. To bring the students misbehaviour in the class to the knowledge of the Tutor/HOD/HEAD MISTRESS/ Principal.
  - III. To carry out the administrative works of the department/ section given by the HOD/HEAD MISTRESS concerned.
- The department/ section should recommend the list class toppers to the principal for GGSF scholarship.

### 2.2.7 In Class Room Teaching

- Once the subject is allotted, the faculty member should prepare the lecture and hour wise lesson plan.
- The faculty member should get the lesson plan and course file - approved by HOD/HEAD MISTRESS and Principal.
- The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject .The course file consists of preface, previous year university question papers, notes, handouts, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), assignment plan, topics and copy of assignment, feedback analysis report etc.
- The teaching faculty has to get verified their course file by their HOD/HEAD MISTRESS at least once in a month and submit it to the concerned HOD/HEAD MISTRESS within three weeks of the last instruction day of the concerned semester.
- The faculty member's academic diary must be regularly updated and put up for inspection by HOD/HEAD MISTRESS/Principal as the case may be.
- The faculty member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.



- The faculty member should engage the full period and should not leave the class early.
- Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the attendance software.
- The faculty member should make use of PPT, Models etc., as teaching aids. The faculty member should encourage students asking doubts / questions.
- The faculty member should get the feedback from students and act / adjust the teaching appropriately.
- The faculty member should take care of academically poor students and pay special attention to their needs in special classes.
- In problem oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least in week in advance of actual class.
- The faculty member shall give all possible pattern (5 marks & 15 marks) questions of each unit to the students.
- The faculty member should interact with the class tutor or counsellor and inform him / her about the habitual absentees, academically poor student, objectionable behaviour etc.
- The faculty member should always aim for 100% pass results in his / her subjects and work accordingly.
- The faculty member should make himself/ herself available for doubt clearance.
- The faculty member should motivate the students and bring out the creativity / originality in the students.

### 2.2.8 In Laboratory :

- The faculty member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Whenever possible, additional experiments to clarify or enlighten the students must be given.
- The lab observations/records must be corrected in regular / next class.
- Allow the students inside the lab only on submission of the required records written up to date.
- To give crystal clear instructions.
- To attest the readings of the experiment. To let the students know the percentage of error he/she commits for every experiment.
- To sign the manual /rough record before the end of each practical class.
- Faculty conducting practical / projects shall be responsible for the respective labs during their practical hours.
- Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD/HEAD MISTRESS.
- In order to prevent theft, faculty members are advised to take the following action.
  - I. Before starting the practical/projects, students shall be asked to check the PCs/equipment's etc. and report in case of any missing items/irregularity to the lab In-Charge.
  - II. As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
  - III. Students shall not be permitted to carry bags into the labs.
  - IV. In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.



## 2.2.9 Student – Faculty Rapport

- The faculty member should have a good control of students.
- As soon as the faculty member enters the class, He / She should take attendance by calling their names. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counselling and if it does not bring any change the student must be directed to meet the class Tutor, HOD/HEAD MISTRESS.
- The faculty member should act with tact and deal with insubordination by students maturely.
- The faculty member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

## 2.3 Duties And Responsibilities Of Class Tutor :

**Objective :** To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

- To ensure that every student is well supported to fulfil his/her learning potential
- In order to monitor the progress and quality of students, appraise them and consult their parents.
- To encourage the students to learn beyond the syllabus contents.
- Give awareness to students about the rules of attendance (general), Industrial Visits, Sports, leave etc.
- To maintain student discipline in the class as per the college/school policies.
- To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree
  - i. Address students' queries.
  - ii. Meeting the parents of students, especially defaulters.
- To inform the HOD/HEAD MISTRESS, about making alternative arrangement for lectures and practical when a faculty is absent.
- To produce and update student handbook, department/ section brochure for placement/consultancy and updating of information on college/school website pertaining to the class.
- To lead an effective induction programme and value added course for students in consultation with HOD/Head Mistress.
- To produce the assessment plan for every semester well in advance.
- To manage the production and dissemination of reports to students, parents, college/school management, university, NBA, AICTE and other governing bodies from time to time.
- Implement the actions based on the minutes of class committee meetings.
- Cooperate with the college/school and school discipline committee and management in matters affecting general discipline and workplace ethics.
- Take charge of any special projects assigned by the management from time to time.
- Make sure students of the department/ section are regularly attending class and coming to the college/school in time in proper uniform.
- Make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
- Be the academic leader of the designated class in the Department/Section.
- To lead the development and maintenance of appropriate standards and quality assurance (including ISO) in the delivery of course materials, assignment and question paper setting and its valuation.



- To monitor the semester/term progress regularly based on approved semester/term and assessment plan.
- To arrange industrial visits and guest lecturers, trips for students to improve their learning experience in the consultation with HOD/Head Mistress.
- To encourage the students to participate in technical competitions conducted outside the college/school.
- To maintain the desired academic standards in the assignments and tests administered in the class
- Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counselling sessions in consultation with the HOD/HEAD MISTRESS.
- Prepare a subject wise list of the final attendance (APC), practical and lectures together and make forwarded to Principal within 3 days of a semester closing in the prescribed format through HOD/HEAD MISTRESS.
- Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- Arrange class committee meetings as per GGSF norms.
- Any other duty the HOD/HEAD MISTRESS/ Principal/CEO/Management may assign.

## 2.4 Duties And Responsibilities of the Laboratory/workshop In-charge and Lab Assistant:

### 2.4.1 Laboratory and Workshop Objective :

To evaluate and analyse the student's hands on skill based on the theoretical knowledge and help to enhance their knowledge and skill through practical performance.

- To maintain the dead stock, consumable, non-consumable, maintenance and any other register of concern lab and procure the required material as per procurement policy of GGSF given in Chapter VI.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
- To organize the laboratory for oral and practical examinations.
- To implement the breakage/loss policy of GGSF given in Chapter VI.
- To ensure the cleanliness of the lab and switch off all equipment after use.
- Laboratory Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- Lab assistants and in charge shall be available for maintenance and care of resources/services of the institute
- All the Laboratory Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD/HEAD MISTRESS through faculty in charge of lab.
- Lab Assistants in coordination with Lab In-charge should display the following particulars on the lab notice board.
  - i. List of Equipment's/software with cost
  - ii. List of Experiments
  - iii. Lab Time Table
  - iv. Names of Lab In-charge / Lab Assistants etc.
- Any other duty as may be assigned by the faculty in charge of lab /HOD/HEAD MISTRESS/Principal/Management/CEO from time to time.



#### 2.4.2 In order to prevent theft/damage, the Lab In-charge shall take the following action

- Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD/HEAD MISTRESS through faculty in charge as soon as they come to know about the missing/damaged item in their laboratory. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

### CHAPTER III GUIDELINES & POLICIES : EXAMINATION

#### 3.1 Rules and Regulations of Internal Examinations

The examination cell (Internal) of Guru Gobind Singh Foundation's College and School will be headed by Coordinator of Examination (COE) who will be a Senior permanent faculty nominated by the Principal on the basis of potential of the person on rotation basis. **The Principal of the college/school shall be the Chief Coordinator, Examinations.**

The Coordinator of Examination will create his/her own team with the approval of the Principal of the College/School. The team shall consist of Department/ Sectional Examination Coordinator; the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. An Office Assistants will be deputed by the Principal to the examination cell who will be under the Coordinators to carry out the work related to internal examinations (preparation of invigilators list, time table, notices, seating arrangement, exam hall preparation etc.)

#### 3.2 General guidelines

- Follow only the typical question paper format with common instructions printed. The nature of question paper should be precise. Paper setter should design question paper such that the questions:
  - i. are unambiguous
  - ii. Are written in simple and meaningful words.
  - iii. are asked for appropriate marks
  - iv. Cover the entire modules prescribed for the Exam-OBE Model.
- Marks allotted to a question or sub-question shall and indicated on the right side of that question or sub-question.
- The questions shall be serially numbered as 01, 02, 03, 04 05 & 06.
- The number of sub-questions, shall be restricted to six and numbered as a, b, c, d, e, f and g
- The marking scheme of the question paper should be in-line with the guidelines provided by the Board/ University/ MSBTE or it shall be six questions 5 marks each without choice and four questions 15 marks each with double choice.
- Format of the question paper for printing
  - a. Both sides of the papers shall be used for printing.
  - b. Additional sheets may be used for printing, if contents of the question paper exceed two A4 size papers. Additional sheets shall be stapled with the main sheet.



### 3.3 Appointment of Paper Setters and Examiners

- Paper setting of IE-I, IE-II, IE-III and IE-IV shall be done normally by the concerned faculty who is teaching the course.
- If multiple faculty members are teaching a single course, then they together shall setup the question paper and inform the department/section exam coordinators about the same.
- In case of deviations, the HOD/HEAD MISTRESS of the concerned department/Section shall do alternative arrangement and inform COE.
- The concerned faculty who is teaching the course shall follow all paper setting related guidelines from COE.
- COE may appoint a competent external / internal paper setter in place of the course faculty teaching the course.
- A committee shall be constituted for the purpose of quality checks on question paper setting and evaluation, appointed by Principal and the committee shall report the anomalies, if any to Principal.
- A marking scheme of question paper or synoptic shall be prepared by the paper setter for the guidance of examiners assessing the answer books. In case of numerical problems, solutions of the problems with distribution of marks for different stages shall be given in the scheme of marking
- The concerned faculty who is teaching a course shall forward the question paper to Internal Quality Assurance Cell (IQAC) for ensuring the quality.
- If the concerned teacher is not available due to some reason or unable to set the question paper or cannot be given the work of paper setting, the HOD/HEAD MISTRESS shall arrange for alternative faculty who shall do the paper setting and all related work.
- The faculty who has set the question paper should submit the solution in a separate sealed envelope as and when demanded by COE.
- Quality assurance cell forward the approved question paper to concerned HOD/HEAD MISTRESS and HOD/HEAD MISTRESS forwarded to Chief Coordinator of Examinations.
- The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.
- The exam cell take printout of question paper and kept in sealed packet .The coordinator shall keep all packets in the exam cell and use each packet as per the examination schedule.

### 3.4 Conduct of Examination

- The examinations for Board/ U.G./ P.G. Programmes shall be conducted in accordance with the Academic Rules and Regulations for Board/U.G. and P.G. courses respectively and also as per the Examination Schemes for the various Programmes as per academic calendar of GGSF.
- The valued answer book for theory course shall be shown to students and evaluation criteria for all examinations should be discussed with students.
- There shall be four internal examinations during each semester for every theory course and shall be conducted as per the schedule indicated in the academic calendar.
- Absence in an examination will mean zero marks scored.
- Internal Examination (IE) shall be conducted centrally.
- Seating arrangement shall be made centrally by examination cell taking into considerations the total number of students appearing for the examination.
- The appointment of the required number of invigilators shall be done by examination cell centrally as per the examination schedule. These invigilators shall be from among the faculty or competent support staff recommended by DEC of respective department/ Section /institute.



- Invigilators shall distribute the question papers at beginning of the examination. He/she shall check the identity cards of the students; check whether the students have occupied their right seats as per the seating arrangement, check whether students have correctly filled the details on front page of answer books and then shall sign on the answer books of the students. He/ She shall then obtain the signature of the students on the attendance sheet and maintain the record of the block.
- Invigilator shall check the general discipline in the block during the conduct of examination and report the cases of indiscipline, misbehaviour and copying to the examination coordinator for further necessary action.
- At the end of the examination, invigilator shall collect the answer books from the students and arrange them sequentially as per examination seat numbers of the students, separately for each course, and hand over it to DEC in the Exam Cell. The concerned faculty shall collect the answer books from respective DEC within one day from the date of examination.
- IE for lab courses and project shall be conducted as per the examination scheme and schedule.

### 3.5 Guidelines/Instructions to the Invigilators

- Appointment of invigilation's for both theory and/or lab examinations shall be made six days before the commencement of IE.
- It is mandatory for the faculty members of Guru Gobind Foundation, to accept the appointment as Invigilator.
- Coordinator Examination shall receive the sealed packets of printed question papers for each course from the DEC one day prior to the commencement of exam.
- On each day of examination, Coordinator Examination shall open the required number of packets of question papers at least 30 minutes before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. He/she shall then take out the required number of question papers from the packets and arrange to distribute them in required quantity to the invigilators.
- Coordinator Examination shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.
- Invigilator: One invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per class room.
- Invigilators, additional invigilator, shall be appointed centrally among the faculty of all department/ Section. Depending on the need and availability, COE may change the number of staff for conducting examination.
- A faculty member who handled the class for theory / lab /workshop in a semester shall take at least two duties during internal exam.
- The competent support staff who handled the lab /workshop in a semester shall take at least two duties during internal exam.
- The invigilators shall enter the examination hall at least 15 minutes before the start of examination.

He/she shall,

- Ask the students to keep their books, note books, and their written materials at the front of the hall/outside the hall. Enter correct seat numbers; use only blue ink for writing.
- Check whether the students have occupied their seats as per the seating arrangement.
- Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
- Distribute the question papers to the students at the beginning of the examination,



- Check the identity cards of the students and sign on their answer books, if all details are correct,
- Take the signature of students on the attendance proforma, mark "AB" for absent students and maintain the attendance record of his/her examination hall,
  - i. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
  - ii. Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
  - iii. Report cases of misbehaviour, indiscipline, malpractices and copying cases of students to the SI for further necessary action,
  - iv. Give warning to the students to tie their supplements, 10 minutes before the end of examination,
  - v. Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately,
  - vi. Hand over the answer books to Exam cell.

### 3.6 Procedure for Reporting of Malpractice

- When a case of malpractice is detected at an examination centre by any Invigilator/Teacher/Squad member, he/she shall immediately seize all documents and materials concerned which are suspected to be the evidence of the malpractice and detain the candidate and send intimation to the exam in charge along with written report of the invigilator of that examination hall and a written statement from the candidate.
- If the candidate refuses to hand over the incriminating material, or destroys or runs away with the material, the facts shall be brought to the notice of the principal and the matter may be recorded and duly witnessed by one members of the supervisory staff.
- If the candidate refuses to give a written statement, the candidate shall be asked to record in writing the reason for his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by any one Squad member /exam in Charge witnessed by the invigilator.

### 3.7 Guidelines/Instructions for Examiners

- It shall be mandatory for every faculty of college/school to assess the answer books of his/her course or answer books of other courses as instructed by The Principal/HOD/HEAD MISTRESS within stipulated time.
- All the assessment of a course shall be done by the concerned faculty.
- Collect bundle of answer books from office in-charge (assessment); count all the answer books in the bundle. If any difference in number of answer books is found, the examiner shall get it clarified immediately from office in-charge (assessment).
- Collect question paper and solution/scheme of marking of the course from office in-charge (assessment). If a copy of solutions/scheme of marking is not available, he/she shall prepare solutions/model answers.
- Award step-wise marks for each answer
- Write the total marks in double digits (e.g. 01, 02, 12 etc.) in the space provided on the front page of the answer book.
- The assessed answer books shall be scrutinized further. "Scrutiny" shall include checking for un-assessed answers, totalling of marks, and transfer of marks to main page, blank pages



scratched etc. In case of any corrections, it shall be brought to the notice of concerned faculty. The faculty shall do required correction and enter the marks.

- All assessed answer books shall be preserved till the internal marks finalized / university exam results published by the concerned faculty.
- The concerned faculty shall display the marks of Internal Assessment of Lab Course to the students at the end of each semester. He/ She shall enter the final marks in ERP within ten days after the internal lab exam.
- The tutor shall publish the internal mark of the semester in the last working day

## **CHAPTER IV**

### **GUIDELINES & POLICIES: CONSULTANCY, R&D AND ACADEMIC AUDITING**

#### **4.1 Consultancy, R&D and Teaching Assignments**

- The college/school encourages its teachers to take consultancy and in-house R&D assignments. The teacher shall undertake such assignments, when the college/school is approached for such help and the College/School assigns such engagement to the particular teacher or when the teacher himself/herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the CEO/Principal/Management in writing.
- A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis
- The teacher shall avail the infrastructure facilities available in the college/school for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college/school on the following basis:
  - i. Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College/School).
  - ii. In all other cases like consultancy assignments, it shall be 70:30 (30% to College/School).

#### **4.2 Academic Auditing**

##### **Objective :**

Academic auditing covers Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation



The audit is mainly focussed on

- i. Adherence to the Academic calendar and semester plan ,
- ii. Functioning of class/course committees
- iii. Schedule of class and Faculty Time Table
- iv. Attendance of students
- v. Quality of Assignments/ Internal Exam Questions
- vi. Subject/ practical coverage as per course plan
- vii. Evaluation of internal exams/ assignments with sample
- viii. Evaluation of students performance in practical classes
- ix. Performance of students in Internal exams and award of internal evaluation marks
- x. Maintenance of course diary and course file
- xi. Performance of students in the previous semester
- xii. Faculty evaluation by students
- xiii. Information on progress of students to their parents
- xiv. Feedbacks from students and stake holders

#### **4.2.1 Instructions to Internal Quality Auditor**

QSP procedures should be followed very strictly during the auditing process:

- The internal auditors shall study the quality system documents before going for the audits
- Deviations/Non-Conformities deficiencies if any shall be identified and recorded in Non-Conformance Report with the respect to the specific requirement
- The auditee or his representative shall write down the proposed corrective/preventive action and the proposed date of completion of the NCR found on the Non-Conformity report and return it to the internal auditor.

### **CHAPTER V**

#### **GUIDELINES & POLICIES : TRANSPORTATION**

Guru Gobind Singh College/School provides limited bus transportation facility to students and staff who want to avail in certain predetermined routes.

- Bus facility is offered to eligible staff/students at the discretion of the college/school management and cannot be claimed as a right by any staff/ student or parent.
- All staff/students who wish to avail the college/school bus facility should register their names with the account office on the date announced in the beginning each academic year.
- Bus pass will be issued to the eligible staff/students only on recommendation of "Bus Coordinator" in the prescribed format and after paying the full bus fees.
- Transport fee for full year will be charged even if a staff/ student leave the transport facility in between the session.
- Staffs who wish to avail the college/school bus facility should register themselves with the account office.
- No person shall be allowed to travel in the bus without express permission of the college/school authorities concerned in writing. Bus Coordinator is authorized to disallow travel by any person without proper authority.



- Hostellers and day scholars without bus pass are strictly not permitted to travel in college/School bus
- Two staff members from each bus are designated as 'Bus Managers'. They are responsible for overall discipline and conduct of students in the Bus
- Bus managers are expected to maintain the contact data of all passengers of their bus and that of the management authorities
- In case of emergency and unexpected events bus managers to inform management representative and or take any prudent action as the situation demands.
- The Bus Coordinator has the authority to assign seats to students and other passengers.
- Bus Coordinator may report to the management if any trip is made without a minimum of 33% regular passengers.
- Intimation regarding cancellation of a trip will be notified to the concerned 'Bus Coordinator' and passengers to the extent possible.
- Staffs are requested to sit in the seats allotted to them and to take care of the students.
- College/School bus charge will revised periodically based on the various operating expenses.
- Normally College/School buses will be available to the already existing routes on all official working days. However, trip could be adjusted if number of passengers is very less.
- During the University/Board examinations transportation facility will be available irrespective of the strength of passengers.
- Registered staff/students will be picked up and let off at designated stops only.
- The time schedule and the stages of trip can't be altered in any situation unless prior permission is secured.
- Bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
- Getting bus pass doesn't ensure the passengers any reserved seat.
- Staff/students are expected to occupy separate seats in the bus according to gender. Mixed seating by students is strictly prohibited.
- Passengers must be possession of valid bus pass and is required to produce it as and when asked by any staff.
- Music is not played in the bus until further information.
- As college/school bus is an extension of the institution, all the code of conduct and rules of the college/school are equally applicable in the bus.
- The transportation department staff should follow the GGSF rules with special reference to dress code, hospitality and use of mobile/ phone policy.
- College/School doesn't encourage any form of celebrations in the bus or during the travel(birthday, send-off etc..)
- Students are expected to wait in orderly lines and allow faculty to board the bus first. In similar manner students are expected to wait for staff members to disembark first.
- Travellers must board and leave the bus carefully and courteously without shoving and pushing.
- Travellers shall not extend their arms, head or any other part of their body out of the bus window nor shall they extend clothing or other articles through the bus windows.
- Throwing articles within the bus or out of the windows at any time will not be condoned.
- Excessive noise (loud talking, screaming, whistling, etc.) by students is not allowed.
- Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.



- Students shall not write upon, disfigure or cause damage to any part of the inside or outside of the bus. Students are to take care of the bus; if not, damage will be charged to the offender, and as a minimum with loss of bus riding privileges until damage is paid.
- Travellers shall behave in such a manner as not to jeopardize the safe operation of the bus.
- The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
- Eating or drinking on the bus and littering are strictly prohibited.
- Any other misconduct which may distract the driver from safe operation of the bus will not be tolerated.

## **CHAPTER VI**

### **GUIDELINES & POLICIES: PROCUREMENT OF MATERIALS AND BUDGET**

#### **6.1 Budget :**

Soon after the last working day of an academic year, the staff in charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The HOD/HEAD MISTRESS of the department/section concerned has prepared a detailed budget for the next academic year and submitted to CEO/Management through Principal. A copy of approved budget will be kept with HOD/HEAD MISTRESS

#### **6.2 Procurement**

##### **6.2.1 Non-Consumables**

- The HOD/HEAD MISTRESS as soon as realizing the need for the equipment's (including furniture) for the next year/semester has to initiate a proposal to management for procurement of the same, through the Principal with a copy of approved budget.
- After the approval, the management will call for quotations.
- On receipt of quotations the HOD/HEAD MISTRESS has to prepare a comparative statement.
- If required, vendors may be called for negotiations by the management.
- The purchase order will then be issued to the selected vendor by the management.
- A copy of the purchase order will be sent to the Principal/HOD/HEAD MISTRESS of the concerned department/section by the management.
- After purchases are over and received by the Department/ Section, HOD/HEAD MISTRESS has to certify that the items are received in good / working condition.
- The details should be entered into the consumables/ non-consumable stock register and HOD/HEAD MISTRESS may recommend for passing the bill for payment within a week of the receipt of the consumable / non-consumables. Bill may be sent to the Management through the Principal.

##### **6.2.2. Stationery**

- Soon after the last working day of an academic year , HOD/HEAD MISTRESS should assess the requirements of stationery needed for the administration of their Department/ Section (including ISO/NAAC/NBA/etc. related works)
- After consolidation of the requirements and approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
- After procurement, the stationery required for each Department/ Section will be distributed by the store keeper.
- Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the HOD/HEAD MISTRESS to the office well in



advance (at least 10 days before the proposed date.) While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.

- As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the HOD/HEAD MISTRESS concerned. (the stationery obtained for a specific purpose shall not be used for normal work of the Department/ Section)

### 6.3 Maintenance of Stock

- In case of laboratory, the following stock registers have to be maintained
  - i. Consumables stock register
  - ii. Assets Register (Dead Stock Register)
  - iii. Non-consumables/valuables stock register
  - iv. Other Register(s) based on the requirement of the Department/ Section concerned.
- The staff in charge for each lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory, Lecturer in charge of verification and the HOD/HEAD MISTRESS concerned.
- The staff in charge is nominated among the members of the Department/ Section . He/she will be in charge of the concerned laboratory of the department/ Section. At times, it is seen that Technical Assistant is taking final decision about receipt of stock. It should be avoided.
- Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately through the HOD/HEAD MISTRESS to the Principal.
- If a staff member who is in charge of a particular lab is on long leave, HOD/HEAD MISTRESS should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD/HEAD MISTRESS has to report the fact to the Principal.
- Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.
- Similarly, loss of any item shall also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.
- After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.
- If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.
- No transfer of an equipment / material from one lab to another lab (even within the same Department/ Section ) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.
- If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest.  
Periodic service and maintenance of equipments / machineries is a must.



#### 6.4 Stock Verifications

- Surprise checks on stocks have to be carried out by the HOD/HEAD MISTRESS in his/her Department/ Section at least once in a year. Principal or any member of the Management may also conduct surprise checks.
- Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Department/ Sections before the end of the academic year.
- Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.

### CHAPTER VII SERVICE RULES AND REGULATIONS

The rules that will be followed as follows :

#### 7.1 Recruitment

- Recruitment is normally done twice in a year during May and November.
- Number of vacancies both teaching and non-teaching is notified by Principal/ HOD/HEAD MISTRESS/Designated Authority based on student strength / resignations or separations of staff members and submitted to the management for approval / information.
- Screening of applications received is done by the respective department/section head.
- Short listed candidates are informed through call letters /over telephones from the office
- At times, Walk- in interviews is also conducted for immediate postings.
- The minimum qualification as per AICTE/MSBTE/Board Regulations.
- In addition to the Basic Salary, a monthly dearness allowance and other allowance shall be paid as per management policy
- Management can also decide other allowances for Professor, Principal and Special Posts
- Interview committee consists of Management, Administrator, Principal/Designated Authority, and Respective Heads of the department/Section and Subject Expert.
- A written test/ interview is conducted for faculty post and short listed candidates shall be called for personal interview and selection be made on merit.
- Direct interview is conducted for senior posts.
- On completion of the interview, the selection committee will record its final recommendations with signature of every member present. The selection committee may recommend suitable advance increments for exceptionally outstanding candidates who are to be appointed as staff/ faculty. Recommendations of the selection committees will be placed before the CEO of GGSEF, along with details of sanctioned posts, for final approval and subsequent issue of appointment orders by the CEO.

#### 7.2 Approval of Qualification

- A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE/MSBTE/Board norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- Every appointee shall be subject to the conditions that his/her desired qualification is approved by the affiliating University/Board.
- At the time of joining all appointee submit original certificate related to claimed qualification, experience and date of birth. The photocopies all document should submit office. The original certificates returned only after the approval of qualification of the appointee by the University/Board.
- Till the approval of the desired qualification by the university, the candidate is paid a consolidated amount as decided by the administrator. If the qualification is not approved by the university, the



appointment is cancelled for such candidate.

- In later stage, any malpractice in qualification noticed by any authorities the candidate/ employee is terminated with immediate effect and a penalty imposed as decided by the management.

### 7.3 Service Conditions for the Staff:

- Every staff member shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
- Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Management or his nominee.
- Any staff member, on appointment, except on contract, shall be on probation for a period one year.
- A member of the staff shall have his / her service separated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months' notice or three months' salary must be given. But during the close of academic year/academic semester, one month notice is sufficient for separation from service of GGSF for permanent staff. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.
- A security amount equivalent to one month salary is deducted from staffs during the service in convenient instalment.
- A service file for keeping the record of service of staff shall be maintained by Principal in respect of each employee of the College/School. All activities of an employee in his/her official position shall be recorded in this service file.

### 7.4 Promotion Policies

- All promotions shall be considered on the basis of merit- cum –seniority basis or as decided by the management from time to time.
- The management shall form the committee for promotion under the Chairmanship of CEO along with management representative, principal, subject expert, etc.
- The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE/ MSBTE/ Board norms, **subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.**
- The staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the three years of service after probation in the present position and should have obtained AICTE prescribed qualification.
- A special preferential promotion to the faculty who is undergoing PhD is based on the publication and experience. He / She must have the minimum of 5 yrs. of experience in teaching/research/ industry and five publications in SCI Journal with good impact factor. Such promotion is subjected



- to fulfilment of the AICTE/ MSBTE/ Board requirement of particular post within four years from the date of promotion.
- No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor & Associate professor
  - The following information is required in the CV for reappointment and promotion of candidates:

- Educational background
- Academic and other relevant employment history
- Awards and appreciation if any
- Research and/or creative works, publications journal, conference proceeding, text book publications etc.
- Teaching accomplishments: List classes taught with results, List any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list Etc.

- Those who are promoted shall be fitted in the pay-scale applicable to that category/post.
  - All decisions on promotions shall be taken up from the month of April / October every year
- All cases of promotions satisfying the above norms and those prescribed by the AICTE/ MSBTE/ Board will be considered, subject to the requirement of the department/ Section and discretion of the management.

### 7.5 Retirement from Service

- All teaching and non-teaching staff shall retire on completing the age of superannuation, which are 65 /58 years for teaching and 58 years non-teaching.
- When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- If the retiring employee has accumulation of annual leave to his/her credit ,the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him/her.
- The age of superannuation as mentioned above shall not be applicable to the Professors and Special Category appointments.
- As per appropriate Govt. authority rules & norms following is age of the retirement for the employees :

Sr. No.	Position	Institute	Age in Yrs.
1	Principal	Degree	62
		Polytechnic	62
		School & Jr. College	58
2	Teaching Staff	Degree	58
		Polytechnic	58
		School & Jr. College	58
3	Non Teaching Staff	Degree	58
		Polytechnic	58



## 7.6 Separation of Services of An Employee

- Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Management and shall remain under suspension until further orders.
- In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Management has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Management.
- The Management shall have the power to separate the services of a member of the staff of the college/school, for any of the following reasons:
  - i. Serious misconduct and wilful negligence of duty;
  - ii. Gross insubordination;
  - iii. Physical or mental unfitness; and
  - iv. Participation in any criminal offence involving moral turpitude. The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months' notice.
- The management may terminate services of the employee whether temporary, probationer or regular if he/ she is involved in political activity, misconduct or in a criminal case or in the event it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.

## 7.7 Resignation :

- Any staff member of the faculty in regular service shall give three months' notice period in case he/she will be desired to be relived on resignation or in the alternative he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally, they will not be relived in the middle of a semester.
- Any member of the non-teaching staff in regular service shall give one month notice, in case he/she desires to be relived on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which appointing authority accepts the resignation or the date of relief whichever is earlier. Normally, they will not be relived in the middle of a semester.
- However management reserves the right to waive the notice period or the compensation thereof.

## 7.8 Termination/ Discontinuation of Service :

- The service of a temporary employee is liable to be terminated at any time without assigning any reasons whatsoever.
- The management reserves the right to terminate the service of an employee whether probation or regular on medical grounds giving one or three months' notice or in lieu thereof one or three months' pay.



- Three memos to the employee from the head of the institute may immediately forward the case to the CEO/ Management and consider for the discontinuation of service.
- The management may terminate services of the employee whether temporary, probationer or regular if he/ she is involved in political activity, misconduct or in a criminal case or in the event it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.

## **7.9 Exit Formalities :**

### **7.9.1. Exit Interview :**

- The employee or trainee who has submitted the resignation shall attend the exit interview to share his or her opinion and views on the organizations policies, procedures, systems and practices for improvement in these areas.
- An exit interview is arranged and conducted by the HR dept.
- Exit interview shall conduct before processing Full and Final Settlement.
- In case of separation owing to termination, No Exit interview is conducted.

### **7.9.2. Full & Final Settlement:**

For processing Full & Final Settlement, following aspects are thoroughly checked & calculated.

- Accumulated leaves as on date for calculating Leave Encashment.
- Years of service more than five years for gratuity amount.
- Information in No-Dues clearance Form for any Loan Recovery or Salary Payable.

## **7.10 Code of Conduct For Staff :**

- For the development and progress of the college/school/department/ section, all members of the staff should work as a team and they should also maintain a cordial relationship with other department/ sections.
- In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- Staff members should get prior permission from Management /Principal/Designated Authority to contact any outside agency or government department/ Section s for any matter related to the college/School /hostels.
- If a staff member draws advance from the college/school to meet financial expenses for official tour or for arrangement of a college/school event, he / she shall settle the account within 15 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.
- Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments/ section is concerned.
- All members of the staff shall be governed by general rules / norms also practiced by college/school from time to time.
- No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or local bodies take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the college/school to disrepute, nor shall he/she approach the media with his/her grievance/s.
- An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.



- The following acts of commission/omission shall be treated as misconduct.
  - i. Failure to exercise efficient supervision on the subordinate staff.
  - ii. Insubordination or disobedience to any lawful Order of his/her Superior Officer.
  - iii. Gross negligence in teaching or any other duty assigned.
  - iv. Any act involving moral turpitude punishable under the provisions of the IPC.
  - v. Intemperate habits affecting the efficiency of the teaching work.
  - vi. Failure on the part of an employee to give full and correct information regards his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer
- It is the moral duty of each and every person to correct politely and humbly any other team member / student / child / children if they are not speaking in English while moving around / studying/ working or playing in the campus.

### **7.11 Data Protection**

- An employee shall not disclose information about pupils/students such as home address, mobile numbers, phone numbers, personal details etc. (without prior permission of the Principal) obtained in the course of professional service, nor fill the pupils personal data in any competitive exams conducted by agencies from outside the Institute, unless such disclosure serves a compelling professional purpose or is required by law.

### **7.12 Performance Appraisal of Employees & Increments :**

- Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution. The Increments will effect at the beginning of every academic year, i.e. in the month of JUNE.
- Additional Increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.
- Annual Staff Performance Appraisal Systems consists of
  - a. Appraisal by Students
  - b. Appraisal by Head of Department/ Section
  - c. Appraisal by Peer group
  - d. Appraisal by Management
- All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format. The Management, Principal and Administrator will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non-performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments
  - i. Paper publication -Journal/conference,
  - ii. Patent –Apply/sanction,
  - iii. Project –Apply/sanction
  - iv. Testing/consultancy
  - v. Conduct/coordinate –Conference/seminar/FDP/TEDx /Hackathon/Workshop/any similar event.

### **7.13 Disciplinary Procedure**

- Any teacher who is violating the code of conduct defined in this chapter of this manual will be subjected to appropriate disciplinary action by the Principal/CEO/Management.



- If a teacher commits an act of misconduct or misdemeanour by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
- If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation such as detailed enquiry etc.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her Explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories :
  - i. Memo and Censure.
  - ii. Warning in writing, with recovery of monies, where financial loss is involved in the act.
  - iii. Suspension from work without remuneration.
  - iv. Dismissal or discharge from service.
- Any staff member receiving more than two memo or warning will be given punishments. Where the punishment proposed is in this categories Principal/ Management shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

#### **7.14 Grievance Procedure :**

- The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Committee shall be composed of among the ranks of Head of the Department/ Sections, Principal, Director/Dean, CEO and Management.
- The Principal shall announce the constitution of the committee and the names of members at the beginning of every academic year.
- The grievance committee shall: have a member secretary, to monitor the proceedings meet once every month on a stipulated day and time
- Any teaching or non-teaching staff having a grievance, he/she shall make a representation to the committee.
- The Member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- The grievances shall be redressed immediately by the committee and by the Management /Correspondent.
- The Member-Secretary shall record and maintain the minute's the meetings.

#### **7.15 Discrimination & Sexual Harassment**

##### **7.15.1 Discrimination :**

This is applicable to all the employees, working in the organization and purpose of this policy is to provide positive working environment, giving equal opportunities to, without any harassment or discrimination on the ground of race, religion, community gender etc.

- This organisation shall be committed to providing and maintaining an open, positive work environment, which is free from any discrimination or harassment.
- All employees must be treated with respect, dignity and courtesy.



- There shall be no decimation or harassment against any person on the grounds of race, colour, religion, national origin, disability, age, sex, marital status, sexual orientation or citizenship.
- Any discriminatory action against employees, clients or vendors shall be met disciplinary action.
- Every complaint shall be promptly and thoroughly investigated and confidentiality is maintained as far as the situation would permits. Furthermore, questionable circumstances to attention.
- Along with the preceding points in the policy, the foregoing paragraphs under this policy shall be covered.

### **7.15.2 Sexual Harassment:**

Harassment is behaviour that is offensive to individuals including negative stereotyping, unwelcome sexual advances (from the same or opposite sex) and epithets, sexist, racist or religious Slurs, demeaning jokes, gestures, written or graphic material that communicates these concepts and any other conduct that makes the working environment hostile or offensive.

## **CHAPTER VIII LEAVE POLICIES**

### **Purpose :**

The Purpose of this policy is to provide guidance for faculty and staff to manage their leave.

### **Application :**

This policy applies to all staff except part-time academic and casual staff and for all leave types vacation, leave without pay, sick leave, casual leave and short leave.

### **Period :**

This Policy will be effective from academic year 2018-19 and will be calculated from 1<sup>st</sup> June 2018 to 31<sup>st</sup> may 2019.

### **Review :**

This policy will be in effect till date of next notification or any government orders.

**Note : Parental leave is covered in a separate policy.**

### **8.1 Responsibilities :**

- It is responsibility of the Principal to approve leave and to ensure that staffs are provided with the opportunity to take vacation leave. This must be managed in accordance with this policy and the relevant employment agreement and the need of the staff for day to day work of the institute.
- Staffs are responsible for ensuring that they provide prior plan before proceeding on vacation for managing their vacation leave through their HOD/HEAD MISTRESS to the Principal. In absence of an agreed individual leave plan, the leave shall be taken according to the standard leave calendar as per the instructions from HOD/HEAD MISTRESS through the Principal.
- Staff are responsible for applying for sick leave, casual leave, short leave and leave without pay. These leave information must be passed on by the Principal to CEO who are responsible for recording the leave.
- Staff and management have an obligation to ensure the leave is managed proactively. Active management is needed to ensure in accordance with their employment agreement, requirement of institute/ departments for day to day work.

### **8.2 Entitlements to Leave :**

Entitlements to vacation leave, sick leave, casual leave and short leave are set out in the staff member's employment agreement.



### 8.2.1 Annual Leaves (Vacation Leaves) :

- All teaching staff based on their number of years of service in GGSF will be allowed vacations as per the table given below.
- No Staff member may take vacation leaves unless approved by the Principal / CEO in place. Leave taken without approval may be designated as leave without pay.
- Attendance on last day before the vacations and first day after the vacations is mandatory.

Staff Category	Leave Type	Conditions	Summer	Winter
Approved Faculty, Librarian & Physical Director	Vacation	Above 3 Yrs. of service in GGSF	30	20
		Between 1 – 3 Yrs. of service in GGSF	15	8
		Between 0.6 – 1 Yr. of service in GGSF	5	5
Not Approved Faculty, Librarian & Physical Director	Vacation	Above 5 Yrs. of service in GGSF	30	20
		Between 2 – 5 Yrs. of service in GGSF	15	8
		Between 1 – 2 Yrs. of service in GGSF	5	5

#### Note :

1. Faculty will be responsible for attending college for assigned duties during vacation period as per requirement of the institute. If faculty is performing these duties in vacations, for every 3 days he /she will be credited with 1 Earn Leave (EL). EL can be accumulated to maximum of 40 days.
2. Faculty can accumulate ELs any time during the academic year, they can avail minimum three ELs at a time, subject to prior approval by the Principal / CEO in place.
3. Examination duties other than at our institute will be treated as a part of allocated vacation leaves.

### 8.2.2 Deduction of Leave :

- Staff must avail the leave as per the schedule approved by the Principal, subject to completion of all assigned duties.
- Leave shall be deducted automatically from the staff member's leave balance on the basis of the leave plan lodged with their Principal.
- A staff on vacations may be called by the institute as and when required. In such situation staff must report on duty.

### 8.2.3 Standard Leave Period for Non-Teaching Staff :

- All Non-teaching staff based on their number of years of service in GGSF will be allowed vacations as per the table given below.
- No Staff member may take earn leaves unless approved by the Principal / CEO in place. Leave taken without approval may be designated as leave without pay.



Staff Category	Leave Type	Conditions	Total Leaves in a Year
Non-Teaching Staff (Office Staff, W/S Instructors & Technical Asst.)	Earn Leave	Above 3 Yrs. of service in GGSF	18
		Between 2 – 3 Yrs. of service in GGSF	10
		Between 1 – 2 Yrs. of service in GGSF	5

1. Non-Teaching staff are not entitled for vacations however, they can avail Earn Leaves (EL) any time during the academic year. They can avail minimum three ELs at a time, subject to prior approval by the Principal / CEO in place.
2. EL will be credited after completing one year of service with GGSF. Non-Teaching staff will not be entitled for any other leave except casual leave, sick leave, earn leave and short leave.

#### 8.2.4 Unplanned Leave to All Regular Staff- Sick, Casual and Short Leaves :

- This refers to leave such as sick, casual and short leaves whereby an unknown event requires the leave to be taken. The following actions requirements should be met with regard to recording the leave.
- The staff member who is absent must notify the HOD/HEAD MISTRESS as soon as possible who will inform the same to the Principal.
- The staff member must inform the Principal and HOD/HEAD MISTRESS when they return to work. This will ensure correct recording of the leave taken.
- It is the staff member's responsibility to complete and submit to his/her "Leave Application" in ERP which must be approved by the HOD/HEAD MISTRESS and forwarded to the Principal for final approval.

##### a. Regular Employee of Poly. & Engg. :

Leave Type	Duration	Purpose	Remark
Casual Leave	8 Days Per Year	Personal work	Leave will lapse if not consumed in that year
Sick Leave	10 Days Per Year	Medical reason	Leave can be accumulated to maximum of 40 days.
Short Leave in case of Emergency (2 Hour)	5 leaves Per Year	Personal work	Leave will lapse if not consumed in that year

#### Note :

1. Staff can avail maximum two casual leaves per month, in an exceptional case maximum 5 days of casual leaves can be availed with special approval by Principal and CEO.
2. Medical Certificate is mandatory if consumed more than three sick leaves at a time.
3. Only one short leave is allowed in a month.
4. Short leave is to cater only emergency requests; it cannot be taken as a routine leave.
5. Staff cannot club any of these types of leaves with each other.
6. Calendar year for leave policy: 01<sup>st</sup> June to 31<sup>st</sup> May



**b. Employee of School & Jr. College :**

Staff Category	Sick Leave	Earn Leave	Conditions	Summer	Winter
Approved Faculty	8	9	Above 3 Yrs. of service in GGSF	30	15
			Between 1 – 3Yrs of service in GGSF	20	10
			Between 0.6 – 1Yr of service in GGSF	5	5
Not Approved Faculty	8	-	Above 5 Yrs. of service in GGSF	30	15
			Between 2 – 5 Yrs of service in GGSF	20	10
			Between 1 – 2 Yrs of service in GGSF	5	5
Non Teaching Staff	8	-	Above 5 Yrs. of service in GGSF	18	-
			Between 2 – 5 Yrs of service in GGSF	10	-
			Between 1 – 2 Yrs of service in GGSF	5	-

**Note :** 1. If Christmas vacation taken by Approved Staff it will be deducted from EL.

**• Contract Staff / Faculty :**

Staff Category	Leave Type	Duration	Remark
Contract Staff on Probation	Medical Leave	8 Days Per Year	Leave will lapse if not consumed in that Year

**Note:**

1. Contract staff will not be eligible for any other leaves.
2. Period of contract will be of 11 month.

**8.2.5 Leave Without Pay :**

- A pay period of unpaid leave requires a written application to the Principal of institute forwarded through HOD/HEAD MISTRESS. In consultation with Human Resources the application will be accepted or declined depending on the individual circumstances.
- Leave without pay cannot be clubbed with vacation leave else the entire vacation will get treated as leave without pay.
- Staff cannot club two different types of leaves with each other and vacation leave as well, else the entire period of leave will be treated as leave without pay.



### 8.3 Stage-Wise Leave Sanctioning Authorities :

	Applicant	Stage I Authority	Stage II Authority
Teaching Staff	Principal	CEO	CEO
	HOD, HM & Vice Principal	Principal	CEO
	Faculty	HOD	Principal
Non - Teaching Staff	Registrar	Principal	CEO
	Office Staff	Registrar	Principal
	Accounts Staff	CEO	CEO
	Administration Staff	Principal	CEO
	P. A. to CEO	CEO	CEO
	P. A. to Principal	Principal	CEO

### 8.4 General :

- Leave is a privilege and not a right it may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
- Before availing the leave, the lab staff shall make alternate arrangements/internal adjustments to keep the students engaged. The same must be informed to concerned tutors and HOD/HEAD MISTRESS. Casual Leave, out station duty and Duty Leave application should be submitted in ERP. All other leaves forward to Principal/CEO for sanctioning through proper channel.
- Leave of any kind will not be sanctioned when the services of the staff are needed for the college/school work or when there is an unfinished job involving the employee.
- No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD/HEAD MISTRESS.
- Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

### 8.5 Loss of Pay (LOP)

No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of one's authorization he/ she may be granted, "Leave without Pay" at the discretion of the Principal/CEO /Management subject to exigencies of service.

- Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.
- Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category. "Loss of Pay" shall also be got sanctioned in advance as any other leave.



- But if the quantum of LOP [LOSS OF PAY] is more than 15 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/CEO/Designated authority shall be final in such cases.
- If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.
- Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

### 8.6 Extra Ordinary Leave

As the name suggests, this leave is granted under extra-ordinary circumstances only.

This may include the following :

- Prolonged sickness of self or a family member
- Higher education
- Forced exile/renunciation

Although there cannot be fixed guide line for the duration of such a leave, yet it shall not exceed 300(three hundred) days at the time.

### 8.7 Duty Leave (DL)

- An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave.
- Duty leave may be granted for one or more of the following purposes:
  - To deliver academic lecture
  - To work on behalf of the college/school or to attend technical workshops/ symposium of National/International level.
  - To read/present a research paper in a Conference/ Symposium of National/International level.
  - To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
  - To inspect academic institutions attached to a statutory body or a University recognized by the Government.
- The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions :
  - There exists a written request from the competent authority.
  - The paper has been accepted for presentation and a communication to this effect received in writing/mail.

### 8.8 Out-Station Duty (OD) :

- OD will be granted when staff members are required to go out on official duties as approved by the Principal/CEO/Designated Authority. When staff members go for examination work for Universities other than **Parent University** / Board/MSBTE OD will not be granted.
- Number of days on OD is limited to 14 days for a year at the rate of 7days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the Designated Authority. This limit is applicable to conduct of the University Practical Examination, Theory Examination and paper Valuation, Viva voce, Synopsis submission & DC meeting. However, this limit is not applicable to centralized valuation camp (CAP).
- Head of the Department/ Section has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.



- Staff members are permitted to go on 'On Duty' for academic works of the college/schools such as: Board of Studies, Academic Council, Staff Selection Committee, Accreditation Committee, Resource Person for other college/schools and other committee/ council formed related to the work of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher availing O.D. is permitted to enjoy the remuneration given by the University or any other academic bodies.
- In all the cases, prior written permission has to be obtained from the Principal through HOD/HEAD MISTRESS.
- The Principal/CEO/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college/school.

### 8.9 Compensation Duty Leave (CDL)

It is the policy of GGSF that staff is expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However under special circumstance compensation duty leave sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Management , CEO/Principal, Administrator and H.O.D concerned of the college/school. Such approval of CDL rests solely at the discretion of the Principal/CEO/Designated Authority.

Approved CDL

- Can also be combined with C.L.
- This leave must be availed within same months from the day of the duty carried out.
- CDL can be availed as full day only
- Authorities i.e. Principal and H.O.D/ Head Administrator will not eligible for CDL

### 8.10 Study Leave

- GGSF appreciates and encourages faculty development by acquiring higher qualifications such as Ph. D. study leave of up to 3 years will be granted to faculty.
- Faculty should have completed a minimum 5 years of service at GGSF to avail the above facility.
- To pursue PhD under Part-time, Part Time external, etc. scheme, faculty will be permitted under following conditions:
  - i. Faculty shall give an undertaking to the effect that they will be continuing with GGSF after completion of their PhD for a minimum period of one year.
  - ii. Faculty should have completed a minimum period of 3 years of service at GGSF before applying for PhD under part-time.
  - iii. The number of faculties availing the above facility shall not exceed 25% of the total faculty strength of any department/section at given point of time.
  - iv. Permission to avail this facility will be given by the management based on the recommendation of the HOD/HEAD MISTRESS/Principal and considering the overall performance and seniority of the faculty.
  - v. Faculty will be permitted to make use of the library and lab facilities for this purpose but without affecting the normal functioning of the college/school.
  - vi. It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at GGSF.
  - vii. An employee will not be entitled to draw the salary during study leave



### 8.11 Maternity Leave:

As per Maternity Benefit Act 1961 the leaves will be allotted to all eligible staff. GGSP management shall have the right to cancel or change the leave policy.

### 8.12 Vacation Leave

- The remaining vacation leaves can avail during the prescribed period in an academic year in a single stretch. If any staff wants to avail in multiple stretches, the two days (Sunday, Saturday) not inclusive in their applications, the same may deducted from their Vacation Leave
- If any staff member is prevented from availing VL in the interest of the college/school by the orders of the Principal/CEO/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/CEO/Designated Authority. Such compensation can be availed within the academic year.
- A staff member becomes eligible for full VL only after rendering a continuous service of three full academic years as on 31<sup>st</sup> May. i.e. from 1<sup>st</sup> June of a calendar year to 31<sup>st</sup> May of the following academic year. In such cases, staff members are required to serve the institution for a further period of six months or one semester. If he/she joins on service on later date, they can avail proportionate VL.
- In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss of Pay (LOP) at the rate of 5 days per month and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.
- However, in special / deserving cases, VL can be sanctioned for permanent staffs proportional to number of completed months of continuous service, solely at the discretion of the Designated Authority. In such cases, staff members are required to serve the institution for a further period of six months or one semester.
- Any unused part of VL cannot be carried over to the next academic year.
- While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
- The vacation period amongst the faculty members shall generally be staggered to ensure that the Institutes functioning are not hampered.

#### 8.12.1 Vacation Leave For Non-Teaching Staff

- Those who have working during the vacation declared for Non-teaching staff in the interest of the college/school by the orders of the Principal/CEO/Designated Authority, the compensation at the rate of 3:1, i.e. three day's leave for every one day of eligible vacation leave shall be considered at the end of academic year (May)/ compensation duty leave shall be considered.
- Such consideration rests solely at the discretion of the Principal/CEO/Designated Authority.
- Other rules and conditions of availing VL are similar to that for Teaching Staff.

## CHAPTER IX

### Travel & Collegium Participation Policy

#### 9.1 Travel Policy :

The objective of the policy is to lay down entitlement and procedures for travel, boarding and lodging for employees while travelling out of station on official work.

It is mandatory to fill the outdoor duty application form and to get sanctioned it by concerned HOD's and Principal/CEO and submit copy to HR Department for regulation of attendance process.



## 9.2. Travel Policy

### 9.2.1 Categorisation of Cities

Category	City
A+	Mumbai, Kolkata, Chennai, Delhi, Bengluru
A	All Capitals of State/ Major Cites (Like Pune, Nagpur)
B	All District Head Quarters (Like Aurangabad, Jalgaon)
C	All Tehsil/ Taluka Head Quarters

### 10.2.2 Details of Eligibility for TA, DA as per Designation

Designation	Mode Of Travel			Maximum Limit Per Day			
	Air	Train	Road	City Type	DA In Rs	Local Conveyance	Eligibility
Managing Committee Members/CEO	Business Class All Airlines	First AC	Private AC Car	A+ A B C	Actuals	Actuals	Private AC Car
Principal / Vice Principal	Economy Class All Airlines (Need Basis)	2& 3 AC AC Chair Car	Private Taxi	A+ A B C	Actuals	Actuals	Cool Cab
Prof. / Asso. Prof/ Sr. Lecturer -HOD Level/ Registrar /HR & A Head/ Accounts Head / Librarian/ Manager/ Head Mistress/ Section In-Charge/ Sr. Teachers	Economy Class Budget Airlines (Need Basis)	2& 3 AC AC Chair Car	Private Taxi	A+ A B C	450/- 450/- 350/- 350/-	Actuals	Auto/Taxi
Assistant Professor/Lecturer Workshop Superintendent/Physical Education Director/ Asst. Teachers/ Institute Administrator	N.A	3 AC AC Chair Car	Shared Taxi/Volvo	A+ A B C	350/- 350/- 250/- 250/-	Actuals	Auto/Taxi
Other Staff – Admin Officer Assist. Librarian/Clerk Lab Asst., Instructors, Foreman, Admin Ass.	N.A	AC Chair Car Sleeper Class	Shared Taxi/Volvo	A+ A B C	250/- 250/- 200/- 200/-	Actuals	Regular Taxi/Auto
Office Boy/ Driver/ Housekeeping staff	N.A	Sleeper Class	Regular Bus Semi Luxury	A+ A B C	200/- 200/- 150/- 150/-	Actuals	Regular Bus Auto/Taxi (Need Basis)

Any Air travel will require prior approval of CEO/ President.



## Local Travel Eligibility

Designation	Local Conveyance On Actual
CEO/Managing Committee Members	Private AC Car
Principal/Vice Principal	Cool Cab
Prof/Asso. Prof/Sr.Lecturer -HOD Level/Registrar/HR&A Head/Accounts Head/Head Mistress/Librarian/Manager/ Supervisor/Section In-charge/ Senior Teachers	Auto, Taxi
Assistant Professor/Lecturer /Workshop Superintendent/Physical Education Director/ Asst. Teachers/ Institute Administrator	Auto, Regular Taxi (Need Basis)
Other Staff -Admin Officer, Assist. Librarian/Clerk/Lab Asst. Instructors/Foreman, Admin Assistant Office Boy / Driver/ Housekeeping Staff	Bus, Shared Auto, Regular Taxi (Need Basis)

**Note : Reimbursement for local conveyance for using Self Vehicle for official work :**

**\* Two Wheeler Rs 3.00/- Per Km & Four Wheeler Rs 7.00/- Per Km**

### 9.3 Collegium Participation Policy

#### Objective :

The basic objective of the scheme is to bring together academicians and experts from different parts of the country and abroad to exchange knowledge and ideas. This will provide an in-depth analysis of subjects and update the knowledge of academic as well as research.

#### General Guidelines

Before applying to the Colloquium Participation Grant, participant should approve the application by Head/ Head Mistress/ Principal and CEO. There is a limit of one colloquium participation grant per academic year per faculty. The requests are considered on a first-come, first-served basis. All grant recipients will be asked to present and submit a colloquium report immediately after reporting to the institute.

After attending the colloquium, recipients must submit receipts for expenses that will be covered by the funds awarded. Final reimbursement of fund will be after the submission of all receipts and proof of payment.

The final decision related to the award of Colloquium Participation Grant by Head of Institutions & CEO.

#### Collegium Registration Grant

The Policy of Registration, Travel, Food and Accommodation for fetching the collegium participation grant is as follow-

Conditions : Service in GGSF	Registration Fees Grant Award	TA & DA Grant
Above 3 Yrs.	100% Registration Fees	<b>As Per GGSF Policy</b>
Between 1 Yrs - 3 Yrs.	50% Registration Fees	
Between 0.6 Yrs - 1 Yrs.	20% Registration Fees	



## CHAPTER X EMPLOYEE WELFARE

### 10.1 Group Accidental Policy:

All employees will be covered under Group Accidental Policy by paying a nominal amount per year.

### 10.2 Employee Credit Society:

An employee joining Guru Gobind Singh Foundation has become a member of Employee Credit Society by paying a nominal amount per month. An employee can avail the loan from the society easily to meet his/her immediate requirements and repay in easy instalments.

### 10.3 Cafeteria:

GGSF has provided the cafeteria facility for staff and students.

### 10.4 Yoga :

GGSF has provided the separate yoga room for staff and students.

### 10.5 Scholarship :

GGSF has vision of imparting education to provide education to all students without discrimination of caste, creed, religion faith or class. In line with vision GGSF management extended scheme of scholarship for deserving students. Based on following criteria.

- Financially Poor Student.
- Wards of staff members.
- Meritorious students of the class

( Policy will be Governed by GGSF Norms and will be released every year , The policy will be to facilitate students and not to be taken as rule)

### 10.6 Bus Facility :

The bus charges are exempted for teachers and faculty members for availing the bus facility.

### 10.7 Open Door & Suggestions :

#### 10.7.1 Open Door :

- If any employee has any questions or concern about any work conditions, the management's door is always open for private discussion. Employees are encouraged to use this medium of communication. Likewise HODs/ Principal/ CEO encourage using the open door policy if one has a concern unresolved by his/her immediate supervisor.
- If an employee has an organizational related problem, which has not been resolved through meetings. Focus Group session or one on one discussion with their supervisor, they should feel free to discuss it with HOD's/ HEAD MISTRESS/ Principal/ CEO/Management.

#### 10.7.2 Suggestion :

- Management encourages the staff & students to provide suggestions.
- The suggestion need to be provided in the box placed in the GGSF premises.
- Best suggestion will be rewarded at the time of annual day.



**CAMPUS CODE OF CONDUCT (For Students)**

- Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College/School campus. They shall abide by the rules and regulations of the College/School and should act in a way that highlights the discipline and esteem of the College/School.
- A six day working schedule from Monday to Saturday is followed. Classes are scheduled as per individual timings of each Institute. All the students are expected to be seated in the class room/lab by 5 min prior to first/second bell. The first period will begin with a prayer song which will be played through P.A System (if applicable). The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
- All the students are expected to be present in the class well -within time and late coming will attract a fine of Rs 100. Late coming will also result in loss of attendance for the corresponding hour and shall be added to the student records in ERP.
- Students shall rise from their seats when the teacher enters the class room and shall remain standing till the teacher takes her/his seat or they are allowed to sit. Silence shall be observed during class hours.
- Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
- In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- Students can leave the campus during class hours only after getting a gate pass from the Principal/ HOD/Head Mistress, or the tutor and after making entry in the Gate Register maintained by the Gate keeper/ Security.
- All students shall leave the classes immediately after the last hour. Students are not to stay back in the class room/lab beyond normal working hours unless there is special permission/special class.

No students shall wander or gather in verandah, corridor, and staircase etc. canteen, coffee shop, stationary store and bank to be visited only during intervals and non-working hours. Unauthorized absence from the class will attract disciplinary action.

- All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD/Head Mistress and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
- Students shall come to the college/school in approved uniforms with formal shirts tucked into trousers with belt and black shoes or semi covered chappals. Hawai type rubber or plastic chappals are not permitted. In addition, lady students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coats and safety shoes.
- Students shall not make any alterations to the uniform issued from the college/school without the permission of the concerned HOD/Head Mistress and any violation of this will attract a fine of Rs. 300/- and shall be noted in student discipline record in CMS. Repetition of this could result in further disciplinary procedures.



- Students shall be in the prescribed uniform from 9.30 AM to 5.30 PM on normal working days. Students travelling in the college/school bus shall be in uniform during the entire duration of travel.
- All the students are expected to attend all college/school functions in college/school uniform unless otherwise specified.
- All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
- Students planning to make pilgrimage to Sabarimala can avail relaxation in dress code by producing a letter of intention certified by their parent/guardian. The student will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation. However in labs as per safety regulations the prescribed uniforms shall be worn. • All kinds of tattooing, body piercing, hair styling and costumes that goes against the existing social norms and which could go against the spirit of GGSF academic values will be referred to the discipline committee. All male students are expected to be with well shaved face, neatly trimmed and combed hair. Any dress code violation noticed within the campus will attract a fine of Rs.300/- and could initiate further disciplinary actions.
- As per Government rules, students (both day- scholars & hostlers) are not permitted to use vehicles in the College/school campus. Day-scholars shall park their vehicles in the designated places near the entrances.
- Students are expected to maintain silence in the academic buildings, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college/school beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
- Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD/Head Mistress will be treated as a case of indiscipline.
- All the students are advised to follow the GGSF Mobile phone policy and bring to the notice of the authorities violations if any.
- Accessing social networking sites such as Facebook, Twitter etc. is prohibited within the college/school campus, however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
- All the class rooms shall be kept neat and tidy, personal belongings such as shoes and lab coats shall not be stored in the class rooms.
- Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college/School and destroy the academic ambiance.
- Carefully handle the furniture, equipments, fixtures and appliances of the college/school and lab. Careless handling/misuse of the above could result in personal injuries or damage to property follow safety precautions near moving machines and electrical installations. In



- the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine as per the policy of institute.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
  - Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
  - Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
  - Students who intend to represent the college/school in intercollegiate events shall take prior permission from the concerned head of the department/section and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
  - On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
  - During examinations period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
  - Appearing in all the internal examinations is mandatory for all the students.
  - Political activity in any form is not permitted in the college/school campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the college/school, hostels, and outside the college/school.
  - Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours. Any deviant behaviour during the college/school organized programs will attract disciplinary action.
  - Harassing juniors, ill-treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
  - Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
  - Pay fees, mess bills etc. in advance or in time to avoid fines.
  - Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the college/school.
  - Expulsion from the college/school is enough for expulsion from the hostel.
  - In case of any instance of noncompliance of existing rules or any observed matter/behavior that violates the code of conduct of GGSF, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
  - Fine policy of GGSF: The money collected from the students as fine on instances of Non-compliance with the rules and norms will be kept in a separate account and will be utilized for purposes such as charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property.
  - GGSF will motivate the scholar students/ class toppers of each class by the providing the



GURU GOBIND SINGH FOUNDATION, NASHIK

CHAPTER XII

ANNEXURE - I : SHORTAGE OF STUDENT ATTENDANCE

Name of the Institute : .....

To ..... Date : .....

Name of the Student : .....

PRN / ENROLLMENT : .....

Branch : ..... Department/ Section : ..... Semester : .....

**Subject : Shortage of Attendance**

With reference to the above, you are here by informed that you are having Shortage of Attendance in the Subject/s \_\_\_\_\_ (Code/s \_\_\_\_\_) and so far you have attended \_\_\_\_\_ Classes out of \_\_\_\_\_ as on \_\_\_\_\_ YEAR and your percentage of attendance is \_\_\_\_\_ %.

In view of the above, you are here by informed that abstaining from Classes is highly irregular and you are required to :

1. Give an undertaking that you are aware of your attendance position and you would make up the shortage of attendance.
2. If you are unable to make up the shortage of attendance, and you are aware of the University / Board regulation that you will be detained for want of attendance. (Minimum Attendance needed is 75% in each subject).
3. Meet the Principal along with your parents, to give an undertaking that he/she will initiate remedial measures to stop your unauthorized absence to the Classes.

(Appropriate format is enclosed).

Last date to respond to above said letter is \_\_\_\_\_. If you do not respond within the above said date, your name will be removed from the rolls and disciplinary action will be initiated against you

Class Tutor

HOD, HEAD MISTRESS