



# Government College for Girls, Palwal (Kurukshetra)

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Ref. No. 7357

Dated: 22/03/23

## Circular

With reference to the director Higher Education Haryana letter no. 9/70-2023 CO(3) dated 21/03/2023 all the staff members are directed for strict compliance of the following guidelines:

1. Every staff member must ensure to mark their attendance thorough Aadhar Enabled Biometric Attendance System.
2. Every staff members must maintain stay for at least 5 and half hours daily as per existing regulations and shall report on duty at least 15 minutes before starting his/her classes. Schedule of arrival and departure must be followed as given by the concerned staff members.
3. Every employee shall proceed on leave only with the prior permission of the competent authority except in exceptional circumstances. The leave of the employee is sanctioned as per the Haryana civil service rule 2016 and also the leave should be received before 9 a.m. Leave application may be accepted through official email of the college but not through telephonic message.
4. During the stay hours no college teacher shall be allowed to leave the college campus unless is permitted by the Principal and entry with reason and time must be made in the register maintain by the by Mr. Sandeep (Peon) for this purpose.
5. Attendance of the students shall be marked daily and no column shall be left blank without marking either A or P and also ensure it to countersign by the principal on quarterly basis.
6. In case any class is not met by any college teacher for any reason the entry in this regard shall be made in the register which is maintained by Mr. Sandeep (Peon). This entry shall be made during the same period in which the class has not been met.
7. During practical period, concerned college teacher shall not leave the Lab.
8. Absentee slip must be filled by every college teacher daily even if no absentee prevails.
9. Function/activities shall be organized in colleges after teacher hours. No teaching work should be affected due to the function and activities. Also the activity report should be sent to the incharge of web portal at the email address : [gcgwebportal@gmail.com](mailto:gcgwebportal@gmail.com).

*Meera*  
Principal  
Govt. College for Girls,  
Palwal (Kurukshetra)