



STAFF HANDBOOK

2025-26

Updated on date 30/05/2025

V. V. P. ENGINEERING COLLEGE, RAJKOT

Vajdi-Virda, Kalawad Road, Rajkot-360005.

Staff Handbook

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Introduction

V.V.P. Engineering College, Rajkot is one of the educational institute managed by Vyavasayi Vidya Pratishthan Trust, Rajkot established in 1996. V.V.P. Engineering College, Rajkot is founded by well-known visionary leader and social worker Late Shri Pravinbhai Maniar, Late Shri Chandrakantbhai Pavaghadhi, Late Shri Lalitbhai Maheta, Late Shri Sanjaybhai Maniar and other trustees Shri Kaushikbhai Shukla, Shri Harshalbhai Maniar, Dr. Sanjeevbhai Oza, Dr. Narendrabhai Dave and Prof.(Dr) Navinbhai Sheth with the aim to provide value based quality education in the field of Engineering with the motto of "**Rashtray Swaha Idam na Mamah**" to create socially responsible engineers. Currently Trustee of Vyavasayi Vidya Pratishthan Trust is Shri Kaushikbhai Shukla, Shri Harshalbhai Maniar, Dr. Sanjeevbhai Oza, Dr. Narendrabhai Dave and Prof.(Dr) Navinbhai Sheth.

Dr. Piyush Vanzara is a Principal of the V.V.P. Engineering College, Rajkot.

V.V.P. Engineering College is committed to provide quality education in engineering and technology, to transform the youth into committed technical personnel for the social and economic well-being of the nation with integral development of personality and character building.

V.V.P. Engineering College is working with the Vision:

"To be an exemplary institute, transforming students into competent professionals with human values."

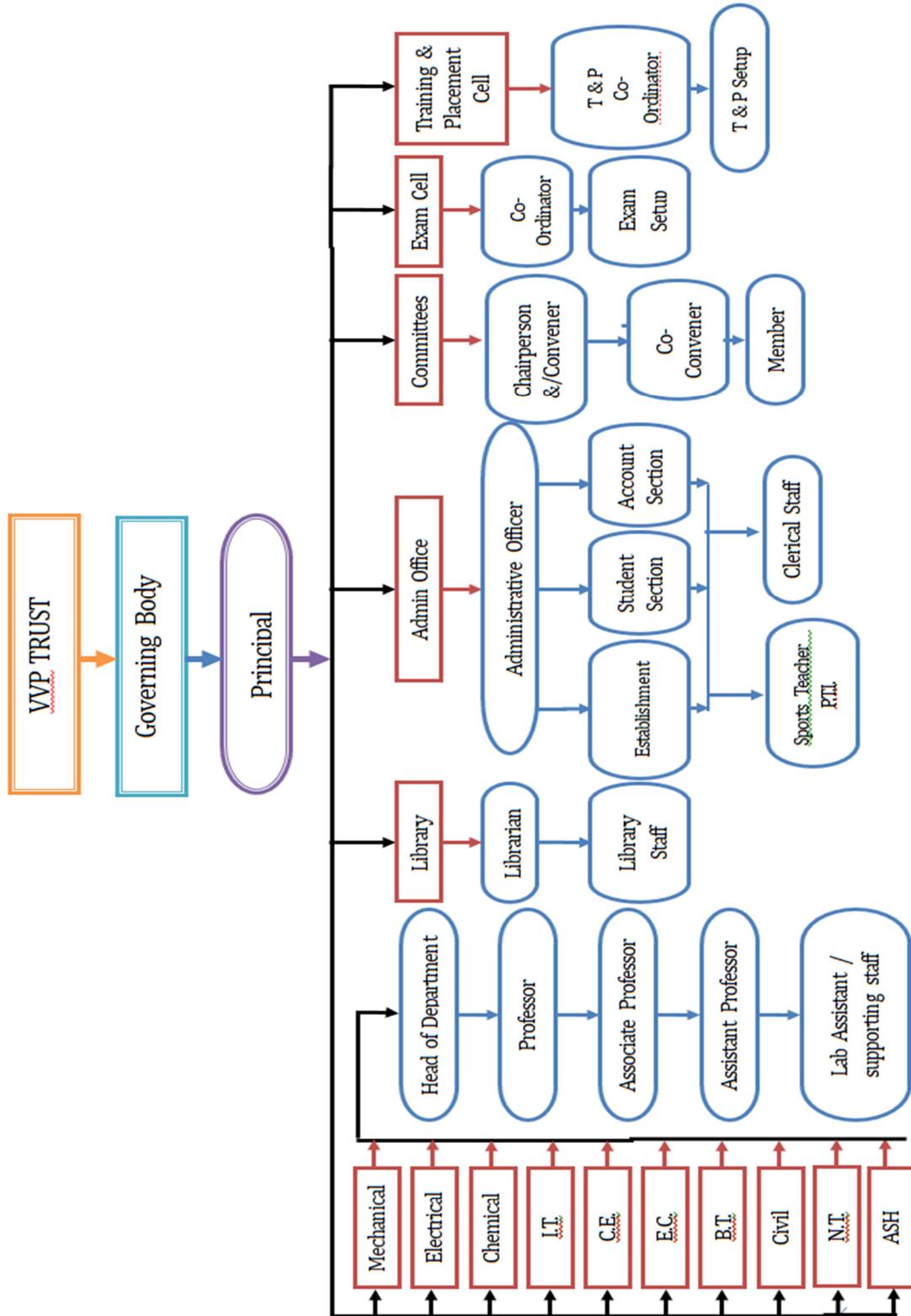
V.V.P. Engineering College is working with the Mission:

- a) **To provide a conducive academic environment for strengthening technical capabilities of the students.**
- b) **To strengthen linkage with industries, alumni and professional bodies.**
- c) **To organize various co-curricular and extra-curricular activities for overall development of the students.**
- d) **To practice good governance and conduct value- based activities for making students responsible citizens.**

V.V.P. Engineering College is approved by the All India Council for Technical Education (AICTE), New Delhi and affiliated to Gujarat Technological University (GTU), Ahmedabad. It follows norms given by AICTE and GTU from time to time.

Staff members of V.V.P. Engineering College, Rajkot have to abide by the rules and regulations provided by the Management of Vyavasayi Vidya Pratishthan Trust, Rajkot, approval authority All India Council for Technical Education (AICTE), New Delhi and affiliation university, Gujarat Technological University, Ahmedabad from time to time. All Staff members will have to follow the organizing structure and hierarchy defined by the Management of Vyavasayi Vidya Pratishthan Trust, Rajkot.

Organization Chart of the Institute



1) Service Rules :

1. Recruitment Rules for staff :

Qualification & experience for Assistant Professor, Associate Professor, Professor, Principal & Librarian is as per the norms of affiliating university / AICTE, amended from time to time.

Their recruitment is done as per GTU/AICTE norms, permanent faculties & Principal are endorsed/approved as per the procedure laid down by the affiliating university.

Qualification & experience for the Ad-hoc/Contractual faculty is same as that of permanent faculty. Ad-hoc/Contractual faculty is selected by the selection committee (comprising of Principal, HOD of concerned program & two senior faculties of the program & then after approval of the Governing Body appointment is given.

Qualification for the Lab assistant is Diploma or equivalent /B.Sc or equivalent /Graduate with PGDCA as per the case.

Qualification & experience for Non Teaching Staff should be as per the norms prescribe & amended by the management time to time .

2. Pay Scale Rules :

VVP Engineering College provides 7th Pay Scale from January 2016 to all permanent staff. All permanent employees are eligible to receive 3% of basic pay as yearly increment based on their annual performance report. Permanent staff is registered under EPF scheme as per government rules. Staff will be entitled to get dearness allowance and other allowances at the rates prescribed by the VVP management from time to time.

POST HEAD	PAY SCALE
PRINCIPAL	6 th Pay: 37,400-67,000 G.P.-10,000 7 th Pay: (1,44,200 - 2,18,200)
PROFESSOR	6 th Pay: 37,400-67,000 G.P.-8,900 7 th Pay: (1,31,100 - 2,16,600)
ASSOCIATE PROFESSOR	6 th Pay: 37,400-67,000 G.P.-8,700 7 th Pay: (1,18,500 - 2,14,100)
ASSISTANT PROFESSOR	6 th Pay: 9,300-34,800 G.P.-5,400 7 th Pay: (53,100 - 1,67,800)

COMPUTER PROGRAMMER	6 th Pay: 9,300 – 34,800 - G.P.- 5,400 7 th Pay: (53,100 – 1,67,800)
WORK SHOP INSTRUCTOR	6 TH Pay : 5,200 – 20,200 G.P. 2,800 7 TH Pay : 29,200 – 92,300
LABORATORY ASSISTANT	6 th Pay: 5,200-20,200 G.P.-2,400 7 th Pay: (25,500 - 81,100)
NETWORK ADMINISTRATOR	6 TH Pay : 5,200 – 20,200 G.P. 2,400 7 TH Pay : (25,500 – 81,100)
WELDER / FITTER / ELECTRICIAN / WIREMAN / TRADE MAN MACHINIST	6 TH Pay : 5,200 – 20,200 G.P. 1,900 7 TH Pay : 19,900 – 63,200
ADMINISTRATIVE OFFICER	6 TH Pay: 9300-34800 G.P.-4600 7 th Pay: (44,900 - 1,42,400)
HEAD CLERK	6 th Pay: 9,300-34,800 G.P.-4,200 7 th Pay: (35,400 - 1,12,400)
ACCOUNTANT	6 th Pay: 9,300-34,800 G.P.-4,400 7 th Pay: (39,900 - 1,26,600)
SENIOR CLERK	6 th Pay: 5200-20200 G.P.-2400 7 th Pay: (25,500 - 81,100)
JR. CLERK CUM TYPIST / C.C.C.O.	6 TH Pay: 5,200-20,200 G.P.-1,900 7 th Pay: (19,900 - 63,200)
LIBRARIAN	6 th Pay: 9,300-34,800 G.P.-5,400 7 th Pay: (53,100 - 1,67,800)
Library Clerk	6 TH Pay: 5,200-20,200 G.P.-1,900 7 th Pay: (19,900 - 63,200)

* = C.C.C.O. = Clerk cum Computer Operator

- To Ad-hoc/Contractual Faculty (satisfying AICTE/ GTU eligibility norms) institute pay Rs. 40,000/- fix per month. Increment to such Ad-hoc/Contractual faculty is given as per the policy framed (amended time to time) by Governing Body of the college.
- For Applied Sciences & Humanities subject Master's degree with first class OR/ and Ph.D. / NET / SLET candidates is required but if Ph.D./NET/SLET candidates not available then Master degree with first class candidate can be appointed on Adhoc with pay Rs. 30,000/- fix per month - OR - pay scale as decided by the Management amended time to time.

3. Resignation Rules :

- a) Faculty/staff should keep resignation through proper channel only & will get relieving & experience certificate only after fulfilling required due procedures.
- b) In case, regular employees desire to leave the services of the institute, the regular employee shall give three months' notice. Teaching faculty shall not be permitted to resign in the middle of the semester.
- c) The staff has to complete all the pending tasks related to teaching, committees, etc. and hand over them to HOD before relieving.
- d) In case, a regular employee (under probation) desires to leave the services of the institute, a regular employee (under probation) shall give one month notice. Employee shall not be permitted to resign in the middle of the semester.
- e) In case, an Ad-hoc/Contractual employee desires to leave the services of the institute, the Ad-hoc/Contractual employee shall give one month notice. Employee shall not be permitted to resign in the middle of the semester.
- f) After resignation, the employee shall not get any leave except casual leaves and restricted Holidays.
- g) In case where employee desire to leave before the relieving date, an employee needs to submit notice pay for the difference of days.
- h) An employee needs to perform charge handover of all the duties; submit no due certificate and I-card on or before the day of relieving. The employee must submit a request letter separately for resignation benefit, experience certificate, no bank overdraft certificate, etc.

4. Termination Rules:

All the employees of VVP Engineering College have to follow terms and conditions of appointment and the norms provided by the VVP Management from time to time. If the employee is not following the terms and conditions of appointment, Management reserves all the rights to terminate the service of an employee by issuing a Termination Letter.

The major reasons for termination can be serious misconduct and wilful negligence of the duties, gross insubordination, physically or mentally unfit, participation in any criminal offence, moral turpitude, the abolition of the post, unsatisfactory performance in teaching and work allocated.

- a. In the case of a permanent employee, management issues a termination letter by giving three months' notice in writing or by paying three months' salary in lieu thereof.
- b. In case of a permanent employee under probation, management issues a termination letter by giving one months' notice in writing.
- c. In the case of an Ad-hoc/Contractual employee, management issues a termination letter by giving one months' notice in writing or by paying one months' salary in lieu thereof.
- d. During this termination notice period, an employee remains the employee of the institute and needs to carry out all the duties and continue receiving all the benefits like other employees.
- e. Terminated Employee needs to follow all the resignation rules to get the experience certificate, relieving letter, financial benefits subject to management decision.
- f. In case of immediate termination, termination notice period and salary will not be provided to the employee.

5. Retirement Rules :

- a. All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 65 years for teaching and 58 years for Non-teaching Technical, Library and administration staff.
- b. The age of superannuation as mentioned above shall not apply to the Special Category appointments.

6. Gratuity Rules :

Gratuity is admissible to permanent employee after completion of 5 years of service in the institute as per the Payment of Gratuity act 1972 and or the same time follows any amendment published in Gratuity Act. The amount of gratuity payable to an employee shall not exceed twenty five lakh rupees.

7. Leave Rules :

Leave is a privilege for staff members and not a right: Leave may be refused or revoked by the authority empowered to grant it.

- a. In case of any planned leave, staff should do alternate arrangement/ internal adjustment of teaching and administrative duties and inform the HOD.
- b. No leave can commence unless it has been sanctioned by authority: Mere submission of leave application does not authorize any employee to avail of

the leave applied for. Availing leave without it being sanctioned makes the employees liable to disciplinary action.

- c. Leave of any kind shall not be sanctioned when the services of the staff are needed for the Institute or when there is an unfinished job involving the staff.
- d. Leave shall not be sanctioned on phone except in case of extraordinary circumstances/sudden illness and emergency. In case of leave being sanctioned on the phone, the leave process needs to complete immediately on joining the duty in writing.
- e. Continued absence of more than six days or repeated irregularity without permission of any kind may render an employee liable to disciplinary action including termination of services.
- f. Normally **Second** Saturday of every month is a holiday.
- g. For any kind of leave extending 3 or more days up to 10 days, an employee needs to take prior permission from the HOD and Principal.
- h. For any kind of leave more than 10 days an employee needs to take prior permission from the Management thru proper channel in advance.
- i. Any employee leaving the headquarter must take a prior written permission from the **HOD and/or the Principal. HOD must take HQ leave permission from the Principal in advance.**
- j. Total 3 entries either early exit (half an hour) or a late entry (half an hour) are allowed in a month, for all staff, exceeding which will cut ½ CL or 1 H.P.L. for a regular & adhoc staff and ½ cl or 1 L.W.P. per 2 entries for an contractual staff member.
- k. For all staff members, 2 or less than 2 leaves are approved by the HOD.
- l. For leaves for more than 2 days, the staff member has to seek the prior written permission from the Principal **through proper channel.**

Types of Leave :

The staff members are entitled to get following leave benefits:

1	Casual Leave	CL
2	Restricted Leave/Special Leave	RH/Sp.Leave
3	Compensate Leave	Comp. Leave
4	Half pay Leave/Medical Leave/Commutated Leave	HPL
5	Earned Leave	EL
6	On duty Leave	ODL
7	Duty Leave	DL
8	Maternity Leave	Mat. Leave
9	Paternity Leave	Pat. Leave
10	Leave without Pay	LWP

A. Casual Leave (CL) :

All staff members on the muster of the institute are entitled to get One-day casual leave for a month of duty performed by them, limited to a maximum of 12 days of casual leave in one calendar year.

1. A minimum of half (1/2) day CL can be availed of at one time. Half-day CL will not be granted on half working days if any.
2. A Casual Leave can be taken prior/after holiday/DL/ODL.
3. A Casual Leave cannot be taken prior and after vacation.
4. A Casual Leave for more than 3 days may be granted under special circumstances.
5. A Casual Leave will not be carried forward to the next calendar year and will lapse at the end of the calendar year.

B. Restricted Holiday(RH)/Special Leave :

1. The employee may avail of a maximum of any two of the holidays on the festival occasion at their option and irrespective of their religious denomination.
2. The employees need to take prior permission from the respective authority.
3. RH will not be carried forward to the next calendar year and lapse at the end of each calendar year.

C. Leave Without Pay (LWP) :

- 1) No provision exists for the grant of leave without pay. However, for reasons beyond the control of staff members, if an employee has to avail leave in excess of one's authorization they may be granted, "Leave without Pay" at the discretion of the Principal.
- 2) If any staff member is absent from duty without prior or later permission, such period of absence will be considered as Loss of Pay (LOP).
- 3) Absence with or without permission and without making alternative arrangements for the class or other important duties will also be treated as Loss of Pay (LOP).
- 4) In the case of LWP exceeding 180 days in the calendar year, one is not eligible for increment.
- 5) In case of the notice period of the employee, LWP days will be either extended to the end of relieving date or the employee needs to pay for the leave.

D. Half Pay Leave (HPL)/ Medical Leave (ML) /Commuted Leave

1. All permanent employees of the institute are eligible for Half Pay leave/medical leave.
2. Half Pay Leave is credited in all regular & adhoc staff service book in a year, 20 Half Pay leave is credited in the month of January.
3. Half Pay Leave can be carry forwarded.
4. Full day Medical Leave is equivalent to 2 half pay leave, as a process of commuted leave.
5. It is compulsory for all the staff members to give medical certificate (unfit/fitness) in case of medical leave for more than 5 days.
6. Half Pay Leave can be encashed at the end of service, as per G.C.S.R. Norms.

E. On Duty Leave (ODL) :

1. Employee can take On Duty Leave for any kind of Examination duties as given by the affiliated university.
2. On Duty Leave will be granted for the employee in case of any work assigned by the institute or affiliated university.

F. Duty Leave (DL) :

1. An activity of a staff member which can bring recognition to the Institute may be considered for grant of Duty Leave.
2. Duty leave may be granted for one or more of the following purposes:
 - a) To deliver an academic lecture
 - b) To work on behalf of the Institute or to attend technical workshops/ symposiums of the National/International level.
 - c) To read/present research paper in Conference/Symposium of National / International level.
 - d) To take examinations an expert on interview panel for selection of staff in any other university except affiliated university (GTU), staff members can use DL.
3. In a calendar year, staff members can get a maximum of 7 days DL with prior approval of the HOD and Principal.

G. Maternity Leave

1. Maternity leave can be granted to an adhoc & permanent female employee with full pay for a total of 180 days, for a maximum of 2 deliveries. (including miscarriage)
2. A permanent female employee under probation and working continuously since year or more, is eligible for maternity leave.

3. During maternity leave, all the holidays shall be counted for calculation of 180 days.
4. The Maternity Leave can be clubbed with HPL/Commutated Leave/EL/LWP/ Vacation with prior approval of the Principal. In case of Commuted leave of more than 60 days after maternity leave, the female employee needs to submit an application along with medical certificate, which is not required if leaves are less than or equal to 60 days.

H. Paternity Leave :

1. Paternity leave may be granted to a permanent male employee for total 15 days after delivery up to 6 months only and may be sanctioned for a maximum of 2 deliveries.
2. All the holidays occurring during the leave shall be counted for computation of 15 days.
3. The paternity leaves can be claimed in parts as per the requirement with prior written approval from the principal.
4. Paternity (regular/adhoc) leave may be granted to a male employee for total 15 days. It can be claimed within 6 months after the birth of a child. It may be sanctioned for a maximum of 2 deliveries

I. Earned Leave (EL) :

1. Non-vocational permanent staff including Endorsed Principal of the institute is eligible for earned leave.
2. Earned Leave is credited in the service book twice a year, 15 earned leave is credited in January and 15 earned leave is credited in July.
3. Earned leave can be carry forwarded. Maximum 300 days of leave can be encashed at the end of service. Leave encasement would be made as per G.C.S.R. Norms.
4. Employees have to fill the prior leave report to utilize his/her earned leave.
5. Maternity leave can be granted for maximum 15 days prior to delivery date.

8. Vacation Rules :

1. All regular and adhoc teaching and non-teaching staffs are eligible to get vacation for period as sanctioned by Management.

2. All staff members and Head of the department going out of the station during any vacation period need to take prior permission from the Principal.
3. All staff members need to remain present at the institute on prior or after day of the vacation period. In case of not able to remain present on prior or after day, staff needs to take prior written permission from the Principal.
4. During the vacation period, all staff needs to carry out exam duty, departmental duty and institutional duty given by any respective authority/HOD / Principal / Management.
5. Any leave other than casual leave cannot be clubbed in prior or after the vacation.
6. All non-vacational staff will get earned leave instead of vacation.
7. All staff members leaving head quarter during vacation period, need to take prior written permission from the Principal.

Sr.	Details	Eligible days of vacation		Types of leave and number of leaves						Remarks
		Summer in days	Diwali in days	CL र. अ. व.	RH/Sp. Leave	HPL in days	Maternity in days	Paternity in days	EL in days	
1	Regular Basics Appointment									
	1. Teaching	24	21	12	02	20	180	15	Not Applicable	
	2. Semi Teaching	18	21	12	02	20	180	15	Not Applicable	
	2.1. Wireman/ Electrician	Not Applicable	Not Applicable	12	02	20	180	15	30	
	3. Non Teaching	Not Applicable	Not Applicable	12	02	20	180	15	30	
	4. Library	18	21	12	02	20	180	15	Not Applicable	
2	Adhoc Basics Appointment									
	1. Teaching	12	21	12	02	20	180	15	Not Applicable	
	2. Semi Teaching	09	21	12	02	20	180	15	Not Applicable	
	2.1. Wireman/ Electrician	Not Applicable	Not Applicable	12	02	20	180	15	30	
	3. Non Teaching	Not Applicable	Not Applicable	12	02	20	180	15	30	
	4. Library	09	10	12	02	20	180	15	Not Applicable	
3	Contractual Basics Appointment									
	1. Teaching	09	–	12	02		Not Applicable	Not Applicable	Not Applicable	
	2. Semi Teaching	09	–	12	02		Not Applicable	Not Applicable	Not Applicable	
	3. Non Teaching	Not Applicable	10	12	02	Not Applicable	Not Applicable	Not Applicable	15	
4	Voucher Basics Appointment									
	1. Teaching	Not Applicable	--	12	02	Not Applicable	Not Applicable	Not Applicable	Not Applicable	
	2. Semi Teaching	09	10	12	02	Not Applicable	Not Applicable	Not Applicable	Not Applicable	
	3. Non Teaching	Not Applicable	Not Applicable	12	02	Not Applicable	Not Applicable	Not Applicable	15	

9. Traveling Allowances Rules :

1. Any employee when needs to go out of station for the Institute related work/duty, T.A./D.A. will be paid by the Institute as per rules framed by Ministry of Finance, Government of Gujarat and amended from time to time.
2. The employee needs to fill the prescribed form of the Institute before going out of the station for the Institute-related work/duty and need to submit the filled form for approval from the principal.
3. The administrative department issues office order subject to approval by the principal, having details of T.A./D.A. as per the norms of the Institute.
4. After the completion of the Institute-related work/duty, the employee needs to submit expenditure details with proof along with the prescribed filled form for reimbursement to the account section after approval from the designated authority and principal. D.A. will be paid as per the norms of the State Government of Gujarat, shown below.
5. The admissible allowances including the DA will be decided by the Management as per the GR of the State Government of Gujarat and Amended from time to time.

Grade pay Range	Localities are other than those mentioned in columns (3),(4) & (5) (Rs.)	B-1 Class cities and expensive localities (Rs.)	A-Class cities and specially expensive localities (Rs.)	A-1 Class Cities (Rs.)
(1)	(2)	(3)	(4)	(5)
Rs. 7600 and above	270	340	420	520
Rs. 4200 and above; but less than Rs. 7600	240	300	370	460
Rs. 2800 and above; but less than Rs. 4200	210	260	320	400
Rs. 1800 and above but less than Rs. 2800	180	220	270	340
Below Rs. 1800	110	140	170	210

6. T.A. will be paid as per the bus ticket. If employees travelled by their own car or by hired taxi (with prior approval from the designated authority), the Travelling allowance will be paid on a kilometer basis as per the below table and as per the declaration.

Sr. No.	Type of fuel used	Rate per km
1	Petrol car	Rs. 11/-
2	Diesel car	Rs. 10/-
3	CNG Car	Rs. 6/-

10. Exam Rules:

The exam rules are followed as per GTU guidelines/norms.

Principal of the Institute shall be the Centre In-charge of GTU Examinations. Principal based on the potential of the person will nominate a GTU Coordinator who will be a senior permanent faculty.

The GTU Coordinator will create their team with the approval of the Principal of the Institute. The Institute level Exam team shall consist of Departmental 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).

GTU Exam: Roles and Responsibilities Roles:

1. Center In-charge
2. GTU coordinator
3. Senior Supervisor
4. Junior Supervisor
5. Numbering Supervisor
6. Stationary Supervisor

Guidelines for Senior Supervisor for conducting university exam:

A. Pre-Exam Preparation

1. Issue the exam duty orders for supervisors/ relievers / Peons/under the guidance of the center in charge.

2. Furniture & other requirements of all the blocks & numbering on benches.
3. Assure proper working of Computer /Printers/Copier machines /UPS/ at the control room.
4. Assure the availability of copier papers/Cartridges for copiers.
5. Assure the examination material received from University as per required quantity (Answer book / supplementary / drawing sheets / Question paper CD's / Block Arrangement / Hall Tickets / Form -1 & Students barcode).
6. If any discrepancies/deficiency found during verification report to the center in charge immediately.

B. During Examination:

1. Report to center in charge 1 hour before the start of Examination.
2. On receipt of the password decrypt the Question Paper in presence of an observer. Get the printout and verify that all Question papers.
3. Prepare the required number of copies of each Question Paper and distribute them to each block supervisor at least 5 minutes before start time of exam.
4. Visit frequently the block assigned to you and provide necessary guidance to block supervisor for smooth conduction of examination.
5. If any UFM case is registered, Collect all relevant proof, Statement of Supervisor and students and fill up the information accurately in UFM Case format. Hand over the case to the center in-charge for verification.
6. On completion of the exam, collect & count the number of answer books from the supervisor and verify the supervisor reports.
7. Seal the answer books in sealed covers (block-wise) in an envelope in presence of the observer.
8. Maintain the answer book / Supplementary usage register and countersign the total usage of the answer book during the session
9. For any Query /Assistance contact center-in-charge.
10. Distribute the required numbers of question papers and numbers of answer books as per GTU block arrangement to each block supervisor.

C. Instructions for Block Supervisor for conducting university exam:

1. Report to control room 45 minutes before the start time of the exam.

2. Collect exam-related material from the control room likewise Answer Book; Supplementary; Student Barcode; Form -1; Brown Sticker.
3. Instruct all the students not to indulge in unfair means else liable to be punished as per GTU circular dated 3rd November 2010.
4. Instruct student that any type of printed material/handwritten material, mobile phone, pager, or programmable calculator is not to keep during exam time.
5. Distribute answer book to students 15 minutes before the exam time.
6. Distribute Question Paper as per the time given in the time table.
7. Check hall tickets of the students and sign hall ticket concerning the date and subject of the exam.
8. Verify the detail entered by the students in the answer book and then sign in a marked place.
9. Instruct students to paste the barcode in a marked place in such a way that the bar-coded portion will be on the right-hand side.
10. In form-1 take the sign of students against their seat number.
11. If any Student is absent then paste the student barcode on backside of the form
12. On-demand give supplementary to students and enter answer book number in form-1 and sign in supplementary at the marked place.
13. If any UFM case is registered then call Senior Supervisor and handover the answer book /all proof and submit your statement. If the UFM case is registered by the observer, squad member, senior supervisor or center-in-charge, then get their statement also and it is to be submitted to the control room after completion of the exam.
14. Brown Stickers is to be given 10 minutes before the completion of the exam to the student.
15. While receiving the answer book from the student verify that the brown sticker is pasted or not by the student. If not then paste the brown sticker.
16. Please count the answer book and verify that it is equal to the number of students present in the classroom.
17. Submit the answer book in the control room to the concerned senior supervisor.
18. Always take care that students do not leave the exam hall without submitting an answer book. If it happens then it will be the sole responsibility of the supervisor and the UFM case is to be registered as well as FIR is to be file against the student.

19. It is the responsibility of the block supervisor to submit all answer books of presenters along with absentees to the control room immediately after completion of the subject exam.

D. Examination Stationery:

1. It is mandatory to use 70 GSM main answer books and supplementary where there is E-Assessment. The previous stock of 32 pages and 28 pages answer book has to be consumed first then the new stock has to be used.
2. The institute should verify the stock for the exam to be conducted. In case of any query mail to stationary@gtu.edu.in

E. Guideline for Mid Sem. Exams:

1. Mid Term tests shall be conducted as per Academic Calendar issued by the college separately.
2. Faculty must ensure that for each midterm test, the units prescribed are thoroughly completed well in time.
3. In case a particular subject is taken by more than one faculty, HOD must ensure that each faculty covers the units in the same sequence and with the same contents so that at the time of test, there is no difference in unit coverage between different sections.
4. For the first year, the question paper for the same subject shall be common for all branches.

F. Accounts and advance settlement:

Examination expenditure/advance settlement-related files with necessary documents should be invariably submitted to Gujarat Technological University with 10 days of completion of the examination.

1. Formats for account settlements are provided by GTU.
2. Upload expense in Online portal <http://gtucp.gtu.ac.in/>. General instructions are given by GTU as they are updating the portal.

2) General Instructions for the Staff.:

1. Faculty/Staff must wear a proper dress code to maintain the dignity. Khadi dress is expected on each Thursday as per GTU guideline.
2. Faculty/Staff must wear I card regularly in the college campus & should check for students too.
3. Faculty/Staff must do all efforts to maintain college discipline. Time to time take round to maintain required discipline. Give name of the student/group disturbing

others by doing nuisance or by mischievous activity or using abusive language in the college campus to the HOD.

4. Everyone should respect others time.
5. Every staff should take personal care of laptops, electronic gadgets, projectors, CDs, etc.
6. Use institute assets (Like elect. & computer gadgets, equipment, instruments, accessories, movable LCD projectors, sports equipment, stationaries etc) carefully. The appropriate authority should immediately be informed of any damage cause or any repairs/replacements that may be required.
7. Switch off light, fan, computer and electronics gadgets when not in use. Do all efforts to save electricity, stationary and water too. Keep doors and windows open for proper ventilation. Use college stationary in a proper manner. (Do printing only if needed after verifying contents on monitor.
8. Return library books in time.
9. Cultivate cleanliness and aware the students for the same.
10. All faculties and staff are the members of the prayer committee. Do all efforts to maintain proper discipline at the time of prayer session.
11. Do not change your allotted sitting place/arrangement in the Faculty/Staff room without permission of the Principal.
12. Blowing 2 Wheeler/4 Wheeler horn is strictly prohibited in the campus. The speed limit should not be more than 10 km/Hr.
13. Conduct lectures/ Labs in English only.
14. Do not reflect personal problems in behaviour with the students/staff.
15. Do not seat on table/bench while teaching.
16. Be polite and positive. Gossip, Loose talk, criticism of any person or policy or loud voice is not expected from any one. Set example by own behaviour. Be positive in all situations and all works. Cooperate to build strong college teamwork.
17. Be encouraging, imaginative and creative with your students.
18. Everyone must do entry in Canteen Entry-exit register without fail.
19. Feel proud for the institute and what you have.
20. All staff members have to contribute to students' progress in all aspects & have to contribute in institute image building too.
21. The employees of the Institute can submit their appeals or grievances if any to the Grievance Cell for review and redress.
22. Ensure that no student indulges in ragging.
23. Submit your saving details in time with necessary proofs for calculation of TDS. Failing to it will lead to deduction of tax without considering your savings.

24. Not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the institute.
25. All employees are expected to behave according to the ideals of national integration showing love, concern respect to all without any discrimination whatsoever of gender, caste, creed or community.
26. If a staff member draws advance from the institute to meet financial expenses like a cultural event, Technical event, etc. for an official tour or arrangement of an institute event, he/her 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.
27. All correspondence addressed to an employee or by him/her or by the institute including press and other such copies of correspondence, all vouchers, books including all notebook containing all notes or records or prices of other data and apparatus, samples and /or other goods belonging to the institute, circulars and all other papers and documents of any nature whatsoever, relating to the institutes affairs which shall come into his / her possession in the course of his/her employment, shall be the absolute property of the institute and he/she shall, at any time, during service or termination thereof or upon his/her leaving the services of the institute for any reason whatsoever deliver up the same to the institute on demand and without claiming any lieu thereon.
28. Enter required data/details on ERP in time.
29. For better interaction of the college with I.S.T.E. (Indian society for Technical Education), it is expected that staff should be a life member of I.S.T.E.
30. HOD should continuously monitor the class/lab of respective department on CCTV.
31. Any kind of groupism must be avoided. Faculty Members found involved in such activities will be subject to disciplinary proceedings.
32. All instructions given by the higher authority should be followed strictly.

3) Rules for the Staff :

1. All staff members should be punctual in attendance and respect their duties and work assigned by the higher authority.
2. Progress report and completion report of the specific assigned task should be reported to the concerned authority in time
3. On every working day all staff needs to sign the staff attendance register and punch biometric attendance at the time of arrival and to the time of leaving.

4. Staff will not be allowed to do any private tuition, personal consultancy, any private business or any other activity with or without remuneration and staff shall devote his/her whole time to Institution.
5. Documentation & acknowledgment is the sole responsibility of the concern faculty/staff member.
6. It is the sole responsibility of the individual faculty to check and read the email (email allocated to the faculty by college) on the regular basis. GTU circulars and others will be sent to staff through email. It is the sole responsibility of the respective faculty to act accordingly. No one will remind you for the same even during the vacation too.
7. Do follow exam rules strictly (Declaration of syllabus, question bank for exam, exam paper scheme, preparation of exam papers with required no. of copies, invigilator or supervisor duty, careful assessment of answer sheets and declaration of result in stipulated time, showing answer sheets to the students etc.)
8. Unless otherwise stated specifically in terms of appointment, every employee is a whole-time employee of the institute and may be called upon to perform such duties as may be assigned to him/her by the principal or his/her higher authority, beyond scheduled working hours and on closed holidays and Sundays. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the institute.
9. Any Staff Member, if and when relinquishing their duty, must hand over their duties and responsibilities to other staff members and get NDC (No Due Certificate) from all departments & respective committees.
10. Decorum must be maintained during the meeting at all levels. Any differences of opinion, if any, must be discussed and solved while taking care of the dignity of all other staff members.
11. Smoking cigarettes, chewing pan, pan masala; tobacco, gutka or chewing gum is strictly prohibited in college campus. Staff members of the institute must abide by all laws relating to intoxicating drinks or drugs.
12. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
13. All staff members must maintain secrecy about the affairs of the institute and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to the public or the Institute's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer.

14. Staff members shall not take part in any political movement or any act of indiscipline likewise incitement, strike or similar activity in connection with any matter, which tends to bring the Institute to disrepute and must not approach/reach to the media.
15. No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority without prior permission of management.
16. In college campus use internet facility (college or personal) only for the college/academic purpose. Do not use for non-academic work like for personal social media, cricket, matrimonial, Kitchen recipe, newspaper, share trading work etc.
17. Checking on stocks have to be carried out by the HOD in his/her Department at least once in a year. Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Departments before the end of the academic year. Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.
18. The College encourages eligible staff to take consultancy work. The staff shall undertake such work when the College assigns such engagement to the particular staff or when the staff himself/herself is approached by the outside agency for such help. In either case, the staff shall take up the work by obtaining the approval of the Principal in writing.
19. Any act of commission from the list below will be considered as misconduct:
 1. Failure to observe and report efficient supervision on the subordinate staff.
 2. Not following the lawful order of the higher authority.
 3. Wilful negligence in teaching or any other assigned duties.
 4. Involving in any act that is punishable under the provisions of the Indian Penal Code (IPC).
 5. Any activity, habit, that affects the teaching quality or damages the institute's image.
 6. Any submitted information, when found incorrect partially or fully, as and when asked to submit in the institute.
20. The items not covered above and an important for smooth functioning of the college will be dealt with under these rules. The decision of the Principal/management shall be final.

4) Disciplinary Action :

All employees are liable for disciplinary action for misconduct and willful negligence of duty, gross insubordination, participation in any criminal offence and moral

turpitude. Disciplinary actions shall be taken after establishing the ground on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to justify and defend.

As a part of disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institute. The management reserves all rights for disciplinary actions.

1. Censure and written memo with an entry in the service book.
2. Withholding the increments/promotion or demotion as per the case.
3. Recovery from salary whole or part of any pecuniary loss caused to the Institute due to the negligence of duty or breach of the order
4. Removal/Termination from the job.