

REGD/E-MAIL

From

The Director Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula.

To

Principals of all Government Colleges of Haryana.

Memo No. 9/70-2023 CO(3)

Dated Panchkula, the **21.03.2023**

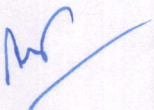
Subject:-

**Guidelines to maintain academic standards in
Govt. Colleges of Haryana**

Kindly refer to the subject cited above.

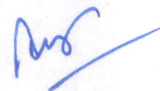
I have been directed to forward you the following guidelines for strict compliance please:-

1. In order to maintain uniformity, every college shall start First teaching period from 9 A.M. and each period shall be of 45 minutes.
2. Zero period can be started by any college subject to prior approval of the Directorate, Higher Education Haryana.
3. Every Principal shall ensure to mark attendance of employees through Aadhar Enabled Biometric Attendance System (AEBAS), otherwise, responsibility of the Principal shall be fixed. Principal shall sign the print out of attendance record of preceding day and record shall be maintained by every college for future reference.
4. Every college teacher shall maintain stay for at least five and half hours daily as per existing regulations and shall report on duty at least 15 minutes before starting of his/her classes. Schedule regarding arrival and departure time of every college teacher shall be maintained by the Principal and send to the Directorate as well as to the concerned Nodal Officer. Any change in the timing (including examination days) shall be informed immediately to the Directorate and Nodal Officer of the District before its implementation.
5. Every employee shall proceed on leave with the prior permission of the competent authority except in exceptional circumstance. Principals shall sanction leave of the employees as per the Haryana Civil Services (Leave) Rules 2016 and ensure to maintain proper record in this regard. Leave applications received before 9 A.M. shall only be considered by the Principals. In case of exceptional circumstances, the Principal may sanction the leave giving reason in writing. Leave record shall be completed by 9.30 A.M. daily and it shall be duly signed by the Principal. Leave applications may be accepted through official email of the college but not through telephone message.



6. Period-wise, Teacher-wise and Room-wise time-table duly signed by the Principal and college teachers shall be sent through email to the Directorate with a copy to the Nodal Officer of the District and DHEO before starting classes. Any change afterwards shall immediately be emailed to the Directorate with a copy to the Nodal Officer of the District and the DHEO. Room-wise time-table must be pasted at the entrance of each class room or Lab.
7. 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 Movement Register maintained by the Principal for this purpose. The Movement Register must be counter signed daily by the Principal.
8. Attendance of students shall be marked daily and no column shall be left blank without marking either 'A' or 'P'. Principal shall countersign the attendance register of students at regular intervals at least once in a month.
9. 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 (Format enclosed as Annexure 'A') maintained for this purpose in the office of the Principal. This entry shall be made during the same period in which the class has not been met.
10. During practical period, concerned college teacher shall not leave the Lab.
11. Absentee Slips must be filled by every college teacher daily even if no absentee prevails.
12. List of college teachers on leave shall be displayed daily at the Notice Board by 9.30 A.M. for information to the students.
13. Functions /activities shall be organized in colleges after teacher hours. No teaching work should be affected due to the functions/activities..
14. Principals shall ensure to check the website of the Directorate as well as official email minimum two times daily.

Encl. : As above.



Dy Director Co-ordination
for Director Higher Education,
Haryana, Panchkula

FORMAT OF REGISTER OF UNMET CLASSES

Sr. No.	Date	Name of Teacher	Class and Period unmet	Sig by Principal	Reason to be given by the concerned teacher	Signature of the Teacher	Remarks of the Principal if any