



Global Group of Institutes

(Approved by AICTE, PCI and Affiliated to IKGPTU, Jalandhar)

ATTENDANCE / LEAVE RULES

1. Reporting time for all the staff members is 8:45 AM.
2. All the staff members should mention the exact arrival & departure time on the attendance register. Biometric attendance is compulsory and will form the basis for payment of salary.
3. Leave Form mentioning the **exact reason** (Reasons like urgent work etc will not be entertained) along with **proper adjustments** must be submitted before availing the leave. Any **incomplete/Late submission** of leave form will be considered as leave without pay. No lapse will be tolerated.
4. Remarks of the HOD on Leave / Duty Form are mandatory for taking any kind of leave.
5. **Telephonic leave is not permissible and will be considered as leave without pay.** In case of extreme emergency (i.e. hospitalization etc) request must be made to the competent authority. However adjustments on the prescribed form must reach in time to HOD, else it will be treated as LWP.
6. Half day leave can only be availed between 8.45 AM to 1:00PM or 1:00 PM to 5:00PM. Joining duty after 1:00 pm or leaving before 1:00 PM would mean full day leave.
7. **Staff Members should ensure that they complete their work in time. However if they have to come on holidays for completion of their scheduled/prescribed work, request for addition of compensatory leave to their account will be entertained.**
8. No staff member is permitted to leave the Institute for Official/ Personal Work without the prior permission of the competent authority. **Faculty/Staff Members should fill Leave / Duty form even while going out for official work. Obtaining Gate Pass from Ms Jyoti (Leave Record Incharge) and its submission at the Gate No. 1 along with filling of requisite entries at the Gate is compulsory.**
9. **Leave schedule per semester (January 1 to June 30 / July 1 to December 31)**

Casual Leave	Male-5 Female-6
Medical Leave (To be availed in case of serious illness only)	Male-5 Female-6
Academic leave for conducting/appearing Viva / checking of answer sheets as Examiner / or joining a Selection Committee as Subject Expert. Meeting the guide for thesis, thesis submission etc don't form basis for Academic Leave.	Two
In addition, a teacher can avail maximum one week leave for attending a conference / FDP once in an academic year with prior permission of competent authority during vacation period.	

For any semester, leaves can't exceed the above figures. Casual leaves cannot be above 5/6 at any time and as such they will not be added to next semester. Medical leaves cannot be above 15.

Compensatory leave, if any, can be availed at the end of semester during non teaching days etc and will not be added to casual leaves.

In case of Medical Leave, Medical /Fitness Certificate from competent authority (atleast MBBS) must be provided else it will considered as LWP.

Certificate from RMP etc will not be entertained.


Admin Officer
Global Group of Institutes
Amritsar
Admin Officer