

**Subject: Guidelines to maintain academic standards in Govt. Colleges of Punjab.**

Kindly refer to the subject cited above.

The following guidelines are issued for strict compliance forthwith:

1. For maintaining uniformity, every college shall start at 9 AM. However, Zero period can be scheduled with prior approval from the Directorate, Higher Education Punjab.
2. Every Principal shall ensure to mark the attendance of employees (Teaching and non-teaching) through biometric attendance system and the printout of daily attendance of employees will be signed and maintained by the Principal for future reference. It will be the responsibility of the concerned Principal. The directorate can ask attested copy/copies of bio-metric attendance of any working day/days.
3. Every college teacher (Regular, Part-time or Guest Faculty or Contractual) having full workload) shall maintain stay for at least five and half hours daily in the college according to his allotted timetable which should be allotted in accordance with the UGC and Punjab Govt. guidelines spanning not less than five and half hours. Teachers, whose timetable starts from second period or later, shall not be allowed to leave college campus before the completion of five and half hours stay in the college even if he/she meets his allotted classes before this period. Every Principal shall appoint a nodal officer to ensure timetable and stay hours of a teacher strictly according to government instructions.
4. During the stay hours, no employee shall be permitted to leave the college premises unless is permitted by the Principal and an entry to this effect must be made in the Movement Register maintained and countersigned by the Principal for this purpose.
5. A Teacher can be asked to stay in college beyond five and half hours if Principal so requires in special circumstances according to the work requirement.
6. Every employee (Regular and Part-time registered on IHRMS must apply leave on iHRMS. Casual Leave applications received on iHRMS before 9 AM on the day of leave shall only be considered by the Principal. Every employee shall proceed on leave with the prior permission of the competent authority. Principal shall sanction the leave of an employee as per the Punjab Civil Service Leave Rules and shall ensure to maintain proper record of the same. In exceptional circumstances, the Principal shall sanction the leave giving reason in writing. Leave applications may be accepted through official email of the office in case an employee could not able to apply on IHRMS but not through any other form. The employees not registered on IHRMS may apply leave in writing duly signed through hard copy /or as scanned document on email.
7. Period-wise, Teacher-wise and room-wise Time Table duly signed by the Principal shall be sent to the Directorate before the commencement of classes. Any change in the Time Table thereafter shall be immediately intimated to the Directorate. A copy of the Time Table shall be pasted on every notice board and college website.
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 at regular intervals at least once a month.
9. List of college teachers on leave shall be displayed on notice board daily by 9:30 AM for information to the students.
10. Habitual late comers shall be informed to the Directorate Higher Education for appropriate action against such employees.

*Circulate to  
Govt. Colleges*  
*Sh*  
*19-02-24*

- Leave applications may be accepted through official email of the office in case an employee could not able to apply on IIRMS but not through any other form. The employees not registered on IIRMS may apply leave in writing duly signed through hard copy /or as scanned document on email.
7. Period-wise, Teacher-wise and room-wise Time Table duly signed by the Principal shall be sent to the Directorate before the commencement of classes. Any change in the Time Table thereafter shall be immediately intimated to the Directorate. A copy of the Time Table shall be pasted on every notice board and college website.
  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 at regular intervals at least once a month.
  9. List of college teachers on leave shall be displayed on notice board daily by 9:30 AM for information to the students.
  10. Habitual late comers shall be informed to the Directorate Higher Education for appropriate action against such employees.
  11. Functions/Invited lectures/Extra-curriculum activities shall be organized after the teaching hours and no teaching work should be affected due to such activities.
  12. Principals shall ensure to check the website and email of the directorate at least two times daily.

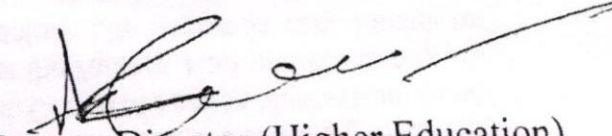
(Kamal Kishore Yadav)  
Administrative Secretary  
Higher Education,  
Government of Punjab

Endst No 821

Dated: 16/02/2023

Copy of the above is forwarded for further necessary action

1. P.S to Administrative Secretary, Government of Punjab. Higher Education Department
2. Principals of All Government Colleges of Punjab
3. Registrar Punjabi University Patiala
4. Registrar Guru Nanak Dev University Amritsar
5. Registrar Panjab University Chandigarh

  
Deputy Director (Higher Education)