**Administrative Policies**

1. **Attendance and Timings**:  
   All staff are required to adhere to working hours from 9:00 AM to 4:30 PM, with biometric login mandatory at entry and exit. Late arrival beyond 3 days in a month will require formal justification. Leaves must be applied through the college portal and approved in advance, except in emergencies.
2. **Communication & Documentation**:  
   All administrative communication must be routed through official channels only. Circulars, approvals, and minutes must be filed in soft and hard copies, following the designated document numbering format. HoDs are responsible for maintaining departmental records.
3. **Financial Discipline**:  
   Every department must submit an annual budget plan during the first week of the academic year. Any purchases beyond the approved budget need written permission from the Dean’s Office. Reimbursements and bill settlements will be processed only upon proper submission of receipts and usage reports.
4. **Grievance & Disciplinary Measures**:  
   Staff grievances should be submitted to the Staff Welfare Committee. Any incident of misconduct, harassment, or non-compliance will be investigated by a three-member inquiry panel. Based on the severity, action will range from formal warnings to suspension or termination.
5. **Technology Usage & Confidentiality**:  
   Official devices and systems must be used strictly for academic and administrative work. Sharing of student data, exam papers, or institutional documents outside authorized platforms will be treated as a breach of data ethics. Cybersecurity compliance is mandatory for all staff.