

Charotar University of Science and Technology

From	Devang Joshi, Registrar
To	CHARUSAT Employees
Subject	Communication System
Date	16.03.2012
Ref. No.	CHA/HR/ADM/03/12/239

Dear All,

To streamline the communication flow, you are requested to take note of following:

- (I) All the communications should be submitted to the Principal. If HOD's are nominated, then such communications should be endorsed by the HOD's with appropriate remarks.
- (II) The Principal, if required, shall forward the communication to Registrar with appropriate remarks.

Please find attached Annexure –A, which is indicative of various communications that may arise during our functioning. Annexure – B delineates the communication process for leaves.

Looking forward for your cooperation,



Devang Joshi

Registrar

Types of Communications

ACADEMIC
❖ Permission to attend seminar/conferences/Symposia.
❖ Report after attending the seminar/Conferences/Symposia.
❖ Permission to provide consultancy & advisory assignment.
❖ Permission to conduct examination of a University/Public Service Commission/ Examination Board or other similar board/institutions.
❖ Permission for delivering lectures in institutions and universities at the invitation of such institutions or universities and accepted by the sanctioning authority;
❖ Permission for working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institute.
❖ Permission for participating in a delegation or working committee appointed by the Government of India, State Government, the University Grants Commission / AICTE, or any other academic body.
❖ Information/Permission for performing any other duty of the Institute/CHARUSAT.
ADMINISTRATION
❖ Leave Application (Please find Annexure: B, Which delineates the Administration of Leaves & Leave Sanction Communication process)
❖ Application for No Objection Certificate
❖ Application for Certificate for employment with CHARUSAT.
❖ Application for Salary Certificate.
❖ Any other which may occur incidentally.

Any Communication regarding academic management affairs like board of studies, Research council, Academic council, Ph.D Programme should be addressed to Dean with a copy marked to Principal/HOD/Registrar.

Resignation Communication Process

- (I) Address to Registrar with copy marked to Principal and HOD.
- (II) The HOD has to forward it to Principal with appropriate remarks.
- (III) The Principal has to forward it to Registrar with appropriate remarks.

ADMINISTRATION OF LEAVES

The following rules are for all employees of CHARUSAT:

1. It is necessary for all the employees to come and leave the campus as per schedule of the time, i.e. he/she should be present at office / workplace at 9.00 a.m. and he/she should not leave the office/ work place before 4.30 p.m.
2. The lunch break will be for 30 minutes only.
3. The late marking details

Arrival/Exit	System Response
(A) Arrival between 9.05 to 9.20 a.m. (for more than 2 times in a month)	½ CL deducted for each such instance
(B) Exit between 4.10 to 4.30 p.m. (for more than 2 times in a month)	
(C) (a) or/and (b) for more than 2 times in a month.	
❖ Arrival between 9.21 a.m. to 12.45 p.m.	½ CL deducted for each such instance
❖ Exit between 12.45 p.m. to 4.10 p.m.	

4. It is absolutely necessary for all the employees to register the finger print impression every day.
5. The finger print should be registered at the machines installed at their respective faculty building only.
6. It is very important to get leave sanctioned before proceeding on leave. However, in emergency an employee can be on leave with oral sanction of authority. Employee will have to make necessary arrangement of his/her work load with other colleagues. In such event it is absolutely necessary to fill the leave report on the day he/she rejoins the duty, failing which his/her leave will be considered as leave without pay.
7. Anybody proceeding on leave without prior sanction will be marked absent.
8. No employee shall leave his/her office without permission of concerned authority. No employee shall leave the campus during office hours for the reasons other than official duty as permitted by authority. If any employee leaves the campus during office hours, he/she should put figure print impression at both the time – leaving and coming back to the campus.
9. All the staff members should take lunch in the campus itself.
10. All the peons should come half an hour early and leave the campus half an hour later than that of schedule of the University i.e. they should come before 8.30 a.m. and leave the office after 5.00 p.m. The Principal/HOD may stagger peon's duties as per their requirements.
11. ½ CL will be from or up to 12.45 pm. Employee who is willing to report in second half must report at 12.45 PM.
12. It is necessary for all the peons to come in uniform every day without fail.
13. All are requested to follow these rules.

LEAVE SANCTION COMMUNICATION PROCESS

1. Leaves (Casual leave /Sick Leave/ Duty leave/ Privilege Leave /Earn Leave) up to 4 days will be sanctioned by HOD/Principal; all other types of leave will be sanctioned by Registrar in consultation with Provost.
2. Where HOD are not there, sanctioning authority will be Principal.
3. Only the Employees with salary under Pay band below (9300-34800) shall be eligible for exchange leave.
4. Principals, for their leaves should get sanction from Provost through Registrar.
5. For leaves of special kind, exceptional cases etc.; Provost/BOM shall be the sanctioning authority.

LEAVE SANCTIONING AUTHORITY CHART

