

## Office of the Principal, Govt. College Rajound (Kaithal)



**E-Mail : [gcrajaound@gmail.com](mailto:gcrajaound@gmail.com)**

**Address:- Govt. Girls Sr. Sec. School, Rajound**

Int. Ref. No: 42

Date: 08-04-2023

### Office Order

In reference to the letter vide memo no. 9/70-2023 CO(3) dated 21-03-2023, from the office of the Director Higher Education, Haryana, the following guidelines must be observed by each and every employee in order to maintain academic standard:

- Every teacher shall report on duty at least 15 minutes before starting of his/her classes.
- Every teacher shall maintain stay for at least five and half hours daily.
- Every employee shall avail leave with the prior permission of the principal. Leave applications shall be accepted in the prescribed pro forma or through official email [gcrajaound@gmail.com](mailto:gcrajaound@gmail.com) before 9:30am daily.
- During the stay/working hours no employee shall be allowed to leave the college campus unless is permitted by the principal and entry with purpose and time must be made in the Movement Register.
- Every teacher shall mark the attendance of the students with 'A' or 'P' in Student Attendance Register daily and get signed his/her attendance register by the principal at least once in a month.
- In case any class is not met by any teacher for any reason, the entry in this regard shall be made in the **Register of Unmet Classes**.
- Absentee Proforma must be filled by every teacher daily even if no student is absent.
- Activities shall be organized after 1:30pm by the concerned teacher/mentor.

*Fazl Kammechan Singh*  
Principal 08/04/2023  
Govt College  
Rajound (Kaithal)