



GOVINDA DASA COLLEGE

(Managed by HINDU VIDYADAYINEE SANGHA (R.), Surathkal)

Add : P.B.No.1, Surathkal - 575 014
Mangaluru, Karnataka.

Phone : 0824 - 2407287 (Fax & Office)

Principal: Prof. Krishnamoorthy.P, M.A., M.Phil.

Email : govindadasacollege@yahoo.co.in

Website: www.govindadasacollege.edu.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Criterion 6

Governance, Leadership and Management

Key Indicator: 6.3 Faculty Empowerment Strategies

Metric No.: 6.3.1: The institution has effective welfare measures for teaching and non-teaching staff

List of supporting Enclosures

Sl.no	Particulars of Samples
1	Service Rules for the Employees of Govinda Dasa College
2	Staff Welfare for teaching and non-teaching
3	Supporting documents for welfare measures as per Staff Welfare Policy
4	Policy and guidelines for institutions performance appraisal system for staff
5	Performa of performance based self-appraisal from teaching staff
6	Performa of performance based self-appraisal from non-teaching staff
7	Sample of filled self-appraisal form of teaching and non-teaching staff
8	Performance based self-appraisal review report

We certify that all the evidence included in this document is authentic and duly verified

Prof. Hareesha Acharya P., Prof. Neelappa V.

IQAC Co-ordinators
Co-ordinator
I.Q.A.C.
Govinda Dasa College
Surathkal

Prof. P. Krishnamoorthy

Principal
Principal
Govinda Dasa College
Surathkal-575014, D.K.

1) Service Rules for the Employees of Govinda Dasa College

HINDU VIDYADAYINEE SANGHA®

Service Rule Book

TABLE OF CONTENTS

CHAPTER 1

Preamble

1. Background of Hindu Vidyadayinee Sangha
 - 1.1 Statement of Vision, Mission, and Objectives
 - 1.2 Bye Laws of HV Sangha
2. Institutions Managed by HV Sangha
 - 2.1 Iddya Vidyadayinee Higher Primary School (IVPHS)
 - 2.2 Vidyadayinee High School (VHS)
 - 2.3 Sri Venkataramana Higher Primary School (SVHPS)
 - 2.4 Vidyadayinee English Medium School (VEMS)
 - 2.5 Govinda dasa Pre- University College (GDCPU)
 - 2.6 Govinda Dasa Degree College (GDC)
 - 2.7 Vidyadayinee Institute of Rural and Agricultural training (VIRAT)
3. Management Hierarchy
 - 3.1 HVS General Body
 - 3.2 HVS Governing Body
 - 3.3 Governing Councils/School Management Committees
 - 3.4 PROMT
4. Functionaries of HVS
 - 4.1 President
 - 4.2 Vice President
 - 4.3 Secretary
 - 4.4 Joint Secretary
 - 4.5 Treasurer
 - 4.6 Joint Treasurer
 - 4.7 Other Functional Heads
 - 4.7.1 Head – Finance Committee
 - 4.7.2 Head- HRD
 - 4.7.3 Head: Public relations and image building:
 - 4.7.4 Legal Consultant
 - 4.7.5 Director/Correspondent
 - 4.8 Employees of the Hindu Vidyadayinee Sangha
 - 4.8.1 Administrative Officer
 - 4.8.2 Heads of the Institutions
 - 4.8.3 Head of Departments
 - 4.8.4 Teaching Staff
 - 4.8.5 Administrative Staff
 - 4.8.6 Support Staff
5. Standing Committees of the Sangha
 - 5.1 Human Resource Development Committee
 - 5.2 Grievance Redressal Committee
 - 5.3 Civil and Electrical Engineering Committee
 - 5.4 Finance Committee
 - 5.5 Centralised Recruitment Committee

CHAPTER 2

1. Purchase Procedure
 - 1.1 Purchases by Institutions
 - 1.2 Purchases by HV Sangha
 - 1.3 Purchase of Assets/ Equipment's -UGC & Govt Grants
2. Construction Procedure
 - 2.1 Project Proposal
 - 2.2 Detailed Project Report
 - 2.3 Statutory compliance
 - 2.4 Final Approval
 - 2.5 Works contract, follow up & Payment
 - 2.6 Sponsored construction
3. Recruitment Procedure
 - 3.1 Need Analysis
 - 3.2 Approval for Post
 - 3.3 Recruitment
 - 3.4 Interview Panel
 - 3.5 Appointment
 - 3.6 Mandatory Compliance
 - 3.7 Preservation of Documents
4. Grievance Redressal Mechanism
 - 4.1 Procedural guidelines
 - 4.2 Composition of the committee
5. Asset Management
 - 5.1 Format of Asset Register
 - 5.2 Repairs to Building, Equipment
 - 5.3 Revenue generation from assets
 - 5.4 Budgetary allocation by HVS
 - 5.5 Green Audit

CHAPTER 3

1. Title, Commencement & Application
2. Definitions
3. Rules of conduct/Discipline for Employees
4. Service Conditions
 - 4.1 Annual Increment
 - 4.2 Promotions
 - 4.3 Application for Job in other HVS Institutions
 - 4.4 Grievances
 - 4.5 Transfer/Deputation to other HVS Institutions
 - 4.6 Additional charges
 - 4.7 PF and other benefits
 - 4.8 Seniority
 - 4.9 Salaries and allowances
5. Leave Rules

- 5.1 Confirmed Employees
- 5.2 Contractual/ Probationary Employees
- 5.3 General Provisions
- 6. Cessation of Employment
 - 6.1 Termination of employment on certain specific grounds
 - 6.2 Cessation of employment on retirement
 - 6.3 Cessation of employment on expiry of tenure
 - 6.4 Closure of Institute/Branch/ Coarse
 - 6.5 Compulsory Retirement
 - 6.6 Voluntary Retirement
 - 6.7 Cessation of Employment by Employer
 - 6.8 Cessation of Employment of Employee
- 7. Disciplinary Proceedings, Suspension & Penalty
 - 7.1 Disciplinary Action
 - 7.2 Suspension
 - 7.3 Disciplinary Procedure
 - 7.4 Punishment/Penalty
- 8. Interpretation and amendment of service rules
- 9. Pay & Allowance
- 10. Staff Welfare
- 11. Staff Evaluation

Appendices

- 1. HV Sangha Membership form
- 2. Purchase Requisition
- 3. Construction work Procedural flow chart
- 4. Job Requisition Form
- 5. Offer Letter
- 6. Application Letter
- 7. Grievance Redressal form
- 8. Playground/Hall request form
- 9. Pay scale
- 10. Leave Guidelines
- 11. Service Register

Preamble

H.V. Sangha, established in the year 1916, has already crossed 104 years of its existence in the service of providing quality education to the students in and around Surathkal. It was started with a noble thought of uplifting surathkal area in the field of education which was then an underdeveloped area especially with respect to Education. Learners had to traverse to Mangalore over 16 kms barefoot as a result of which majority of students were deprived of education.

As a growing institution HVS needs to streamline its administrative set up to showcase consistency and transparency in managing the institutions. This Memorandum of Procedures (MOP) is drafted with the sole intention of ensuring such consistency and transparency.

It is expected that all the functionaries in the form of office bearers of HVS and Heads of institutions follow the MOP in the day-to-day administration. It is also desirable to follow the rules and regulations imposed by various Government agencies from time to time and ensure that the contents of MOP are not in contravention of any of those rules and regulations.

1. **Background of Hindu Vidyadayinee Sangha:** H.V. Sangha established in the year 1916 was started with the novel idea of starting Vidyadayinee group of schools for educating students hailing from economically weaker sections of society from surrounding villages. Girls' education was given a priority. It is no wonder that the Vidyadayinee group of schools became known for quality education, thanks to the selfless efforts of teachers and administrators of HVS. Currently the HVS is managing schools and colleges offering education from Kindergarten to Post-graduation

1.1 Vision, Mission, Objectives and Role of HVS

Vision:

To facilitate students largely from rural areas, reach higher of levels of knowledge, to be a world class education provider in intellectual and moral disciplines', nationally entrenched, regionally recognised and globally relevant (from HV sangha website)

Mission:

To strive to provide and promote quality education for the development of scientific thinking and human values (from Hv Sangha website)

Objectives of the HVS Society:

The objectives of the society as stated below are the guiding spirit of the organisation. All the activities are aimed at achieving the vision of HVS.

- a) To promote the spread of quality education among the masses by conducting and managing Vidyadayinee Group of Institutions by starting, affiliating or incorporating other schools and colleges having similar objectives from time to time at suitable places as circumstances and fund permit; by establishing and maintaining hostels wherever necessary, possible and expedient; by instituting scholarships for the benefit of the poor and deserving students studying in or outside India.
- b) To promote the spread of female education by starting or conducting girls' schools as circumstances permit.
- c) To do all other such acts as would seem necessary, proper and expedient to further the interest of education among the masses to improve their social, moral and material well being

- d) To establish schools for the deaf and dumb or physically challenged children.
- e) To impart high quality education, collaborate with other Universities, Institutes and R&D organisations, Industries, NGO's, including Government and private Organisations both within the country and abroad as the situation demand.
- f) To provide thrust for female education by starting or conducting Girls educational institutions as circumstances permit.

1.2 Bye Laws of Hindu Vidyadayinee Sangha:

Rule 1: This Society shall be called the Hindu Vidyadayinee Sangha. It is registered under India Act XXI of 1860. Its address shall be Hindu Vidyadayinee Sangha, Surathkal - 575 014, Dakshina Kannada Dt.

Rule 2: The objects of this society shall be...

A) To promote the spread of education among the masses by conducting and managing "vidyadayinee Group of Institutions" by starting, affiliating or incorporating other schools and colleges having similar objects from time to time at suitable places as circumstances and funds permit by establishing or maintaining hostels wherever necessary, possible and expedient; by instituting scholarships for the benefit of the poor and deserving students studying in or outside India.

b) To promote the spread of female education by starting or conducting Girls' educational institutions as circumstances permit.

c) To do all and such other acts as would seem necessary, proper and expedient to further the interest of education among the masses and improve their social, moral and material well-being.

d) To establish schools for the deaf and dumb or physically challenged children

Rule 3: Any person, male or female, who is a major and competent to contract, may apply in a form prescribed by the Governing Body to be admitted to the membership of the Society. The Governing Body shall have full power to admit or reject any application without assigning any reason for the same.

Rule 4:

a) The persons admitted under the previous rule by paying Rs. 5,000/- as membership fee shall be the Life Members of the Sangha.

b) All the existing members of the Sangha irrespective of the category they belong to shall deem to be the Life Members of the Sangha under this rule.

Rule 5: Membership shall cease

a) by death.

b) by resignation.

c) by a resolution voted upon by not less than three-fourths of the members present at a special meeting of the General Body of the Society.

Rule 6 :

a) The society shall at its Annual General Meeting to be held by end of September, to be convened as provided here below, shall elect from amongst members in the meeting a) President, b) Vice-President, c) a Secretary, d) Assistant Secretary and e) a Treasurer, f) an Assistant Treasurer and not more than 15 members, other than the aforesaid office-bearers. A member shall not be elected unless, he is present at the meeting or if absent, has given previously his written consent to be elected. The meeting shall also appoint an auditor.

b) The President of Vidyadayinee Govinda Dasa Old Students Association shall be entitled to participate in the meeting of the governing body, but with no power to vote.

Rule 7:

a) All the accounts of the Trust / Society shall be maintained regularly. The accounts shall be closed by 31st March and shall be duly audited by a Chartered Accountant.

- b) The Society shall convene an annual meeting of the Society giving clear 21 days' notice to the members together with a printed copy of the report of the Governing Body on the working of the Society and all its institutions along with the audited statement of accounts of the same for the previous year ending 31st. March with a report if any of the auditor. The Secretary shall also circulate a printed copy of a draft budget previously prepared by the Governing Body.

The meeting shall pass the said report, statement of accounts, budget and other matters placed before it with such modifications as it deems fit.

Rule 8 :

- a) The Governing Body thus elected shall function for a period of 2 years or until their successors are appointed. In case a member of the Governing Body fails to attend three consecutive meetings of the Body, he shall cease to be its member provided that the Governing Body may restore him to office.
- b) Where any vacancy arises amongst the office bearers or the members of the governing body during their tenure as fixed under Rule 8(a), the vacancy shall be filled up by the governing body itself by co-opting any member of the Sangha for the remaining unexpired tenure of the governing body.

Rule 9 :

- a) The Governing Body shall appoint the Correspondent/s for the High School and Primary schools and Director-Administration for PU and Degree College and post graduate studies and other educational institutions run by the Sangha separately. Any vacancy that arises in such posts shall also be filled by the governing body. In the absence of such separate posts, the Secretary will be the Correspondent / Director-Administration, as the case may be.

With regard to administration of the Degree and PU College, there will be a separate Governing Council of nine to fifteen members, consisting of the six office-bearers of the Sangha, the Director / Administration of Degree /PU college and PG studies, the Principal of Degree and PU college and one member of the teaching staff of the Degree/PU college each and any other member of the Sangha co-opted by the Governing Council. The principal of the degree college will be the member-secretary of the above council

- b) There shall be an Administrative Council for the administration of high schools and primary schools including kindergarten schools run by the Sangha. The President, Secretary and Joint-Secretary, Treasurer of Hindu VidhyadayineeSangha, Correspondents of the respective institutions and two members of the executive committee nominated by the executive committee shall be the members of this Council. The heads of the High school/ Primary schools run by Sangha shall be entitled to attend the meeting of this Council without right to vote. Joint Secretary of the Sangha shall be the convener of the Council.

Rule 10 :

- a) All funds and properties of the Society and their management shall vest in the Governing Body.
- b) All monies of the Society in excess of Rs. 1000.00 shall be invested in Banks or other institutions or in such other manner as the Governing Body may decide from time to time. Monies thus deposited shall not be withdrawn except upon the joint signatures of the Secretary and the Treasurer.
- c) The funds of the Trust / Society shall be invested in the modes specified under the provisions of Section 13 (f)(d) read with Section 11 (5) of the Income Tax Act 1961 as amended from time to time.
- d) Amongst others the Governing Body shall have powers to:
- i) maintain discipline and carry on the general executive administration of the institutions of the Society.

- ii) make all appointments in the institutions under its charge, inflict punishments (including suspensions and dismissals of its servants), direct transfers and retirements, grant leave, extension of service etc.
 - iii) fix the rate of fees and other payments leviable in the institutions under it.
 - iv) direct the course and system of education to be followed in the institutions.
 - v) To raise loans from time to time either by borrowing on the security of the assets of the Sangha or otherwise or by starting funds or other schemes for the due administration and maintenance of its institutions and for carrying on the objects of the Sangha as set forth supra.
- e) (i) The Governing Body shall be entitled to purchase immovable properties in the name of the Sangha and the sale deed shall be got executed in the name of the Sangha represented either by the President or the Secretary.
- (ii) The Governing Body shall be competent to mortgage/ sell the immovable properties of the Sangha or grant on lease for such years as the Governing Body deems fit. However, the Governing Body shall obtain prior consent of the General Body before effecting such sale or any lease for period exceeding 50 years. All such deeds of sale or lease/ mortgage be executed by the person/s authorized by the Governing Body for the said purpose. Any mortgage of the property of the Sangha for sum exceeding 50 lakhs, should be done after obtaining the prior consent of the general body.

Rule 11 :

- a) The President shall whenever present, preside over the meeting of the Society and of the Governing Body and in his absence, Vice President and in his absence, any member to be elected for the occasion.
- b) The Treasurer shall keep proper and regular accounts of the Society and maintain vouchers of the same.
- c) The Secretary shall carryout the resolutions of the Society and the Governing Body.

Rule 12 :

- a) The quorum for a meeting of the General Body shall be 10 and of the Governing Body 3. If within half an hour from the time appointed for any meeting the required quorum is not present, the meeting shall stand adjourned to the same day and time next week without separate notice and members present then shall form the quorum.
- b) Any 15 members of the Society shall be entitled to request the Secretary to convene a meeting of the Society to consider any specified matter and on his failure to do so, they shall be entitled to call it themselves giving clear 10 days' notice to all the members.
- c) Likewise, any five members of the Governing Body shall be entitled to request the Secretary to convene a special meeting of the Governing Body and on his failure to so comply with the request, they may convene a meeting themselves giving 3 clear days' notice.

Rule 13:

Notice for the special meetings to be convened by the Secretary shall be given clear 10 days' in the case of a meeting of the Society and three days in the case of the Governing Body. All notices for meetings shall specify the place, date and hour of the meeting and a brief statement of the business to be transacted there at. But the non-receipt of such notices by any member shall not by itself invalidate the proceedings of any such meeting.

Notices shall be served in writing either in person or, if by post, certificate of posting shall be obtained.

Rule 14:

The Society shall sue and be sued by its Secretary.

Rule 15:

- a) No amendment to the Trust Deed/Memorandum of Association/Bye-Laws/Rules and Regulations, shall be made which may prove to be repugnant to the provisions of Section 2 (15), 11,12 and 13 and 80G of the Income Tax Act 1961 as amended from to time. No amendment shall be carried out without the prior approval of the Commissioner of Income Tax.

- b) These rules shall not be altered or amended except at meeting of the Society specially convened for the purpose and by a resolution supported by not less than two-thirds of the members present.
- Rule 16: In the event of dissolution or winding of the Trust /Society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the trustees / members of the managing committee / governing body, but the same shall be transferred to another Charitable Trust/ Society, whose objects are similar to those of this Trust/ Society and which enjoys recognition under section 80G of the income tax Act 1961, as amended from time to time.
- Rule 17: The Trust formed shall be irrevocable.
- Rule 18: The benefits of the Trust / Society shall be open to all irrespective of caste, creed or religion.
- Rule 19: The funds and income of the Trust / Society, shall be solely utilised for the achievement of the objects and no portion of it shall be utilised for payment to the trustees / members by way of profit, interest, dividends etc.
- Rule 20: The Governing Body shall have power to frame bye laws not inconsistent with these rules for the better working of the Society or its institutions.

Membership form is in Annexure 1

2. Institutions managed by the HVS

The Hindu Vidyadayinee sangha runs a group of education institutions comprising of 2 primary schools, a high school, a CBSE School, a Pre university college and a degree college and post graduate study centre and is a promotor of Vidyadayinee rural and agricultural Training institute. There are around 150 teaching staff and 60 non-teaching staff with around 3300 students pursuing the education in different levels.

2.1 Iddya Vidyadayinee Higher primary school:

Hindu Vidyadayinee school presently renamed Iddya Vidyadayinee higher primary school took its birth along with Hindu Vidyadayinee Sangh in 1916. During the first month of its inception the school conducted its activities at precincts of shri Mahalingeshwara Temple with only 64 students and 5 classes. In the year 1918 the school was registered for 5 classes and gradually classes were added on each successive year. In 1919 it was renamed as Iddya Vidyadayinee Higher primary school. Meantime students' strength increased to 200 plus and the seed sowers of the sangha toiled hard to find space and finally the school was shifted to newly constructed hall. The school has crossed the milestone of 100 years in 2016. the organisation chart will be inserted here.

2.2 Aided Vidyadayinee High School:

Aided Vidyadayinee High School was established in Surathkal with a view of educational development of surrounding Children. This High school was started in April 1944 with the Motto "Vidya Para Devatha" and the blessings of Late Sri Sri Vidyaratnathirtha Sripada Mathadheesha of Krishnapura Matha.

In the beginning, as per the rules of Madras Government, the classes were started from 1st Form to 3rd Form with 180 students and 8 faculty. Thereafter in the year 1960, 8th standard was started followed by 8th standard in English medium in the year 1963.

At present, the school has classes from 8th Standard to 10th Standard both in English medium and Kannada medium with 150 plus enrolment and around 300 students respectively. It has well equipped facilities for learning with efficient and well qualified teachers.

the organisation chart will be inserted here.

2.3 Shri Venkataramana Primary School, Kulai:

Kulai school was initially started only with 20 students solely by Shri Mairpady Venkataramana with owned school building and equipment. In the year 1937 it came under the administration of the sangha. In 1964 it was recognised as Shri Venkataramana Higher Primary school, Mairpady Kulai. The student's strength has been gradually increasing and at one point of time there were 750 students' enrolment. School is backed by a strong old student association and various other voluntary associations.

Presently there are around 350 students studying in class 1 to class 7. and the organisation chart will be inserted here.

2.4 Vidyalayinee English Medium School (CBSE Affiliated):

School is established in 1991 with classes from LKG to class 10 under the state syllabus. As years passed the demand by the parent population to start the CBSE syllabus motivated the management to introduce the CBSE Syllabus. Hence in the year 2015 CBSE syllabus was introduced in grade 1 to VIII and got its affiliation. Later in the following years the CBSE syllabus was extend to grade 10.

Presently school is running with full swing with all the facilities for learning with nearly 900 plus students. and the organisation chart will be inserted here.

2.5 Govinda Dasa PU College:

Govinda dasa pre university college took his birth in the year 2001 with the decision of the Govt of karnataka to bifurcate Pre- university from the degree colleges. Until then the Pre degree courses in Arts and commerce along with degree courses was run under the single umbrella Govinda Dasa college. Later in the year 1972 Govinda Dasa college added science stream to its cap. Presently after bifurcation the Govinda Dasa Pre university college is independent unit managed by the Sangha.

The college inherited the supreme qualities of its mother college Govinda Dasa College. Presently there are around 900 plus students studying in various streams with around 24 well qualified lecturers and has grown to its heights in every aspect of learning and education. and the organisation chart will be inserted here

2.6 Govinda Dasa College (with PG Center):

Govinda Dasa College, founded in the year 1967 and affiliated to Mangalore University offers Bachelor Degree courses in Arts, Commerce, Science, Business Management and Computer Application for both girls and boys. The college had undergone 3rd cycle of Reaccreditation by NAAC in 2016 in which there was a quantum jump in CGPA points and accredited at B++ Grade.

Initially the college started with students and at present college have Teaching and non-teaching staff with ... number of students. In the year 2012 Centre for Post-graduation was started with Master's degree in Commerce followed by Master degree in chemistry. Academic excellence and extracurricular performances of the students enlarged and enriched the educational map of Govinda Dasa College. and the organisation chart will be inserted here.

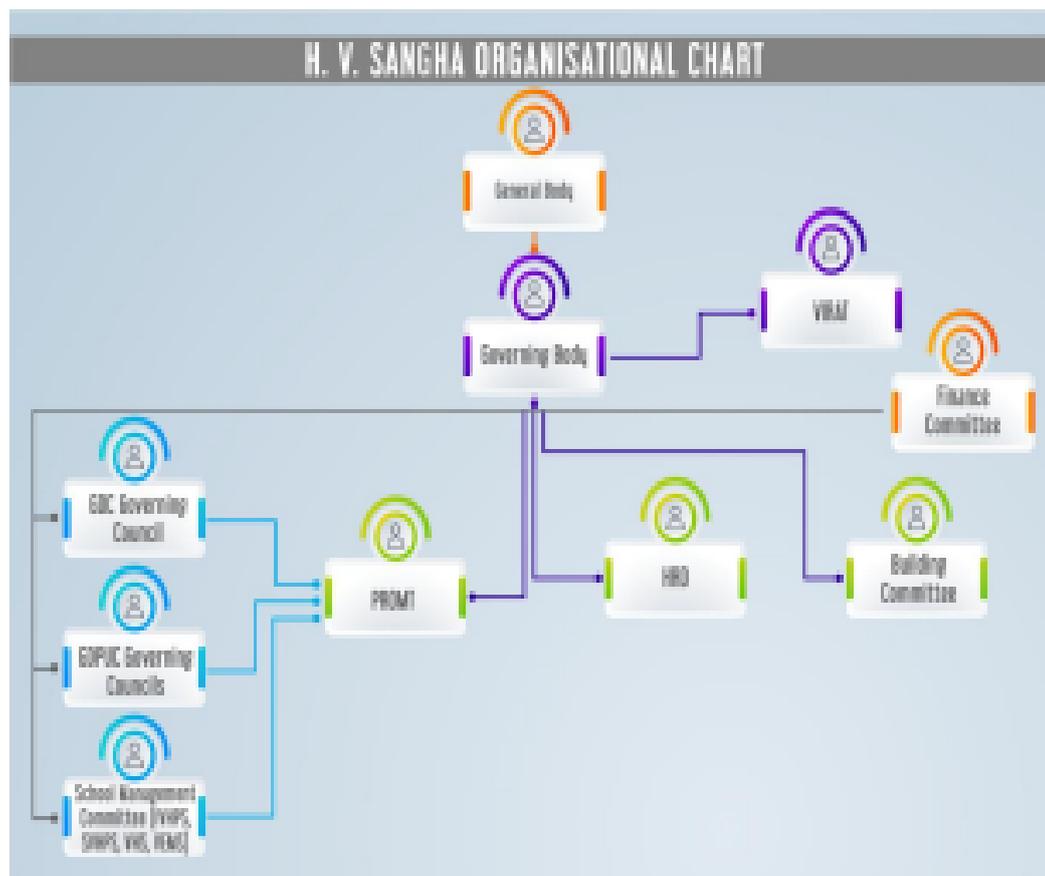
2.7 Vidyadayinee Rural and Agricultural Training Institute - Vidyadayinee Institute of Rural Development & Agricultural Training is promoted by HVS and is registered as a separate Trust. Its functioning is governed by the VIRAT Trust Deed. It is accountable to the General Body of HVS. VIRAT shall be managed by a Governing Council (GC) consisting of 9 members, including the President and Secretary of H.V. Sangha as Ex-officio members, and seven members nominated by the Governing Body of H.V. Sangha. The Governing Council may co-opt additional members based on their qualifications and ability to contribute to the development of VIRAT. The VIRAT shall also appoint external consultants depending on the requirements. The governing council shall also nominate one amongst them as Director VIRAT. He shall take responsibility for the functioning of the Institute in association with the executive officer and act as a link with HVS.

Role of The Hindu Vidyadayinee sangha (Regd) in running the school:

To enable the staff, provide quality education and to be a centre for educational excellence, the role and responsibilities of the Society Registered under section 25 of the Companies Act, 1956 are defined as under:

- i) It shall ensure that the institutions under its management get proper land, building equipment, furniture and qualified staff as per norms of the Board/defined by education department of the State/Centre.
- ii) It shall ensure that the institutions are run as a community service and not as a business and that commercialisation does not take place in the school in any shape whatsoever.
- iii) It shall ensure that the funds accruing from the school are spent for the benefit of the institutions and for their expansion.
- iv) It shall safeguard the autonomy of the Heads of Institutions and provide them total support except when they go against the established and clear directives laid down by the management.
- v) It shall have control over the institutional management committees and shall approve the budget/tuition fees and annual charges etc., for the institutions.
- vi) It shall have control over any capital expenditure i.e., on land and the construction of building, its expansion and procurement of major equipment for the institutions.
- vii) It shall generate funds for the needs of the institutions whether it is recurring or non-recurring.
- viii) It shall ensure that the institutions have the basic essential facilities such as Laboratory equipment, equipment for games and sports and other co-curricular activities, Library books etc.
- ix) It shall have the powers to constitute Selection Committee/Departmental Promotion Committees for various categories of staff.
- x) It shall have powers to lay down conditions of service as per norms of CBSE/Government, and to approve promotion/appointment/termination of the employees as well as to grant special increments or rewards to the staff.

3. Management Hierarchy



*Building committee or Civil and Electrical Engineering Committee?

3.1 General Body of HVS:

The General body of the Hindu Vidyadayinee Sangha (R) is the supreme authority on all matters pertaining to HVS. It meets once a year during Annual General Body Meeting and, if necessary, more than once subject to the provisions of Bylaws of HVS.

3.2 Governing Body (GB):

Management of HVS vests with the Governing Body whose members are duly elected / selected by the General Body during the Annual General Body (AGM) of the Sangha. The tenure of Governing Body is two years. The GB consists of, The President, Vice President, Secretary, Joint secretary, Treasurer, Joint Treasurer and 15 other members

Rights, duties and responsibilities of Governing Body:

- 3.2.1 The Governing body (GB) is overall responsible to manage the activities of the HVS. The President, secretary and Treasurer and other executives nominated/appointed in HVS shall carry out tasks under the overall guidance of the GB.

- 3.2.2** The GB shall lay down the policy guide lines and establish the Management Structure as may be required from time to time, to sustain the developments, expansion of activities and for the smooth functioning of the institutions.
- 3.2.3** The secretary shall be the Convener of the GB meeting and is responsible to keep all proceedings and bring out the agenda papers and minutes of the meetings. He shall also ensure that all the arrangements are made for smooth transaction of the activities in GB
- 3.2.4** The secretary or any other member can propose in advance (15 days before the scheduled meeting) agenda for discussion in the GB.
- 3.2.5** Any individual can be invited for the GB meeting with the prior permission of the chairman.
- 3.2.6** The GB shall regularly review the progress of the activities and commitments and take necessary techno- managerial steps to meet the Organisation objective.
- 3.2.7** All Governing Body members are elected / selected by the General Body of HVS in the AGM, for a period of two years.
- 3.2.8** Besides 6 officer bearers there can be 15 members elected / selected by the General Body.
- 3.2.9** Out of these 15 members the Governing Body appoints the Director (Administration) to the respective colleges and Correspondents to the respective schools
- 3.2.10** President VOSA does not have any voting right.

Composition of Governing Body:

Sl. No.	Name	Designation
1	President elected by General Body	Chairman
2	Vice President elected by General Body	Vice Chairman
3	Secretary elected by General Body	Secretary
4	Jt. Secretary elected by General Body	Member
5	Treasurer elected by General Body	Member
6	Jt. Treasurer elected by General Body	Member
7	15 Nominated members from General Body	Members
8	Nominated member from General Body	Member
9	President – VOSA	Member Ex-Officio

3.3 Governing Councils and School Management Committees

Each Institution established by HVS has its own Council to guide and monitor its functioning. It is termed as Governing Council in Govinda Dasa College and GovindaDasa P.U. College and School Management Committees in Schools. VIRAT has a separate Council comprising the Board of Trustees and invited members.

3.3.1 Composition of Governing Council of Govinda Dasa College

S. No	Name	Designation
1	President of HVS	Chairman
2	Vice President of HVS	Vice Chairman
3	College Principal	Member Secretary
4	Director –Administration	Member
5	Secretary of HVS	Member
6	Jt. Secretary of HVS	Member
7	Treasurer of HVS	Member
8	Chairman HRD Committee or Nominee	Member
9	6 Nominated members from Governing Body	Members
10	Vice Principal	Staff Representative

3.3.2 Composition of Governing Council of Govinda Dasa PU College



GOVINDA DASA COLLEGE

(Managed by HINDU VIDYADAYINEE SANGHA (R.), Surathkal)

Add : P.B.No.1, Surathkal - 575 014
Mangaluru, Karnataka.

Phone : 0824 - 2407287 (Fax & Office)

Principal: Prof. Krishnamoorthy.P, M.A., M.Phil.

Email : govindadasacollege@yahoo.co.in

Website: www.govindadasacollege.edu.in

[Weblink of Staff Welfare Policy](#)

Staff Welfare Policy

Preamble:

Govinda Dasa College always believes that, the best faculty makes best students. The management of the college is committed to create a global standard. Therefore it provides a better working environment which is suitable to the welfare of all staff. Govinda Dasa College is committed continuous support to faculty members through its staff welfare policy.

Goal and Objectives of the policy are:

1. To ensure the welfare of the staff
2. To increase work culture and efficiency of the staff
3. To uphold the values and morale
4. To nurture the potential capacity of the staff
5. To enhance competitive power of the staff
6. To attract best human resource in the institution.
7. To make the college globally competitive institution
8. To provide safety and security to the staff
9. To provide a congenial work atmosphere to the staff
10. To fulfil government statutory requirements
11. To extract potential output

Scope and Eligibility:

This policy covers both teaching and non-teaching staff of the institution.

Benefits to the staff:

Welfare includes anything that is done for the comfort and improvement of employees and is provided over and above the salary. Welfare helps in keeping the morale and motivation of the employees high so as to retain the employees for longer duration. Employee welfare entails all those activities of employer which are directed towards providing the employees with certain facilities and services in

addition to wages or salaries. Hindu Vidyadayinee sangha also strives to provide staff welfare initiatives which includes the following:

1. Employees Provident Fund (EPF): It is a pension scheme where 12% of sum will be deducted from an employee's basic salary on a monthly basis to add to the employee's future savings. Both the employer and the employee contribute certain percentage to this deduction to provide employees with lump sum payments at the time of exit from their place of employment. 12% and 12.50% of the Basic Salary will be the contribution from Staff and Management respectively. As per the rules, in EPF, employee whose 'pay' is more than Rs. 15,000 per month at the time of joining, is not eligible and is called non-eligible employee. Employees drawing less than Rs 15,000 per month have to mandatorily become members of the EPF.

2. Employees State Insurance (ESI): Employees State Insurance or ESI is a comprehensive social security program for workers in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. Anybody working in an organization (factory / private school /shop / hospital etc) whose pay (basic pay + dearness allowance if any) is less than / equal to Rs.21,000 per month is eligible for enrolment for ESIC. After enrolment 1.75% of the salary will be deducted as fee/contributions. 0.75% of Basic pay will be contributed by Employees and 3.25% of the Basic pay will be borne by the Management.

3. HRA and DA as decided by the Governing Body.

4. Leaves: LEAVE RULES

Confirmed Employees:

- **Casual Leaves:** A confirmed employee is entitled to Casual leave of not exceeding 15 days in a calendar year (January to December). This leave can neither be encashed nor carried forward. In the event of an employee retiring or resigning during the course of the year and has availed CL which is more than proportionate to his period of service in that year, the amount relatable to excess casual leave availed shall be recovered from such employee.
- Non-Teaching Staff can avail ½ day CL and Teaching Staff can avail 1 full day CL Teaching Staff cannot take more than 3 CL at a time (Excluding Sundays and Govt holidays)
- **Earned Leave:** Non-Teaching Staff are eligible for 10 days Earned leave (5 full days). An employee can carry forward the earned leave to the maximum of 60 days. An employee can avail minimum of 2 days or maximum of 30 days of earned leave at a time.
- **Restricted Holidays:** All Non-Teaching Staff and Teaching Staff are eligible for 2 Restricted Holidays in a Calendar year.
- **Maternity Leave:** A married lady being a Confirmed employee is entitled to maternity leave (with pay) of not exceeding 6 months and interval between two such leave shall not be less than 3

years. Provided further that the number of paid maternity leave shall not exceed 2 during the service period of employee.

- **Medical Leave:** A confirmed employee is entitled to medical leave (with pay) not exceeding 10 days in a year on production of medical certificate from the Medical Practitioner and to be approved by the Sangha. This leave cannot be encashed nor carried forward.

Note: Teaching Staff/Non-teaching Staff at the time of availing more than 15 days leave, to obtain permission of Management through Head of Institution.

5. **Felicitation to Retired Staff:** Felicitations will be done to Retired Staff on Founders Day.
6. **Fee Concessions:** 50% fee concession extended to the children of Govt aided staff and 100% concession to the children of Management staff.
7. **Gratuity:** As per Government Orders
8. **On Official Duty:** The department of collegiate education grants On Official Duty facility to the faculty/ staff of all government and aided colleges to attend special programmes subject to not exceeding 04 days in a semester.
9. **Permitted Movements:** Depending upon the urgency the staff both teaching and non-teaching are permitted to go for personal reasons for 1 hour after requesting with the higher authority and making the entry in the movement register.
10. **Prompt disbursement of salary:** Staff salaries are promptly and timely paid directly to their bank accounts 1st week of every month.
11. **Financial Support:** Financial support will be provided to the staff members participation in University/State/National/ International level Seminars/Conferences/ Workshops/ Symposia's/Training Programmes in their respective domain.
12. **E-mail ID's with Institutional domain name:** E-mail addresses using the domain name of the institution is provided to the staff members who enable them to avail extended benefits and privilege for their official and personal use of Google services.
13. **Privilege to use College Resources:**
 - Two-wheeler/four Wheeler parking space allocated and reserved for the staff inside the campus guarded by full-time security Man.
 - Wi-Fi facilities to the staff members.
 - Use of Computer Laboratories for special purposes.
 - Use of Library and Reading Room facilities to research and personal work.
 - Hygienic canteen with separate cubicle space to the staff members
 - Installation of CCTVs to ensure safety and security on the campus.

13. Welfare through Professional and Administrative Training initiatives:

Internal Quality Assurance Cell (IQAC), as a quality enhancement initiative, periodically organizes various academic programmes for the professional development of the teaching and administrative staff. Various resource persons are invited from different domain to update the knowledge.

3) Supporting documents for welfare measures as per Staff Welfare Policy

Benefits given to employees

Employees' provident fund

कर्मचारी भविष्य निधि संगठन Employees' Provident Fund Organization	
भविष्य निधि भवन, १४, भीकजी कामा प्लेस, नई दिल्ली - ११००६६ Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066	
Generated On 14/12/2021 14:30:	
Payment Confirmation Receipt	
TRRN No :	2432112000051
Challan Status :	Payment Confirmed
Challan Generated On :	01-DEC-2021 12:03:05
Establishment ID :	KNMLR0020893000
Establishment Name :	GOVINDA DAS COLLEGE
Challan Type :	Monthly Contribution Challan
Total Members :	34
Wage Month :	NOV-2021
Total Amount (Rs) :	1,12,569
Account-1 Amount (Rs) :	71,799
Account-2 Amount (Rs) :	2,251
Account-10 Amount (Rs) :	36,267
Account-21 Amount (Rs) :	2,252
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002061221722666
Payment Date :	06-DEC-2021
Payment Confirmation Date :	06-DEC-2021
Total PMRPY Benefit :	0

Employees' State Insurance Corporation

Contribution History Of 77000324310001303 for Nov2021

Total IP Contribution		Total Employer Contribution		Total Contribution		Total Government Contribution		Total Monthly Wages	
5,369.00		10,220.00		12,589.00		0.00		314,445.00	
SNo.	Is Disable	IP Number	IP Name	No. Of Days	Total Wages	IP Contribution	Reason		
-	-	5342195740	CHANDRASHEKAR	30	20628.00	155.00	-		
-	-	5342195752	SHAMITHA U	30	19116.00	144.00	-		
-	-	5342195775	ANITHA H V	30	15957.00	120.00	-		
-	-	5342195806	PREMALATHA	30	15606.00	118.00	-		
-	-	5342195830	SHRUTHI I	30	14904.00	112.00	-		
-	-	5342195861	SHAILARAJ SANIL	30	15606.00	118.00	-		
-	-	5342195902	ASHWINI DEVADIGA	30	12258.00	92.00	-		
-	-	5342195919	RAGHURAMA	30	13554.00	102.00	-		
-	-	5342195941	SHAILESH DEVADIGA	30	12555.00	95.00	-		
3	-	5342195956	SHIVANANDA	30	11961.00	90.00	-		
1	-	5343352683	ASHWINI	30	13716.00	103.00	-		
2	-	7700155606	SANDHYA	16	7656.00	58.00	-		
3	-	5127750626	SUMAN	30	8856.00	67.00	-		
4	-	7700275669	JYOTHI S KAMATH	30	14700.00	111.00	-		
5	-	7700310034	ADHITHI	30	19572.00	147.00	-		
3	-	7700335873	ARCHANA	30	16632.00	125.00	-		
7	-	7700336881	AKSHATHA V	30	21000.00	158.00	-		
3	-	7700388047	VEENA	30	7884.00	60.00	-		
7	-	7700400149	OM PRAKASH	0	0.00	0.00	Left Service		

3:28:49PM

Page 1 of 2

Printed On: 12/22/2021

ESIC Insurance



ESIC
Employees' State Insurance Corporation

Insurance

Wednesday, December 22, 2021
3:32:32 PM

User Login: 77000324310001303

Employer - Employer Initiated Change Request

Employer Initiated Request for Changes in Registered Details - Form-01 C

ESIC Code Number Of Employer: 77000324310001303

Select a Property to Edit: _____ Please Select

Name of the Factory Establishment: GOVINDA DASA COLLEGE

Complete Postal Address of Factory / Establishment

Address: P.B. NO 1, SURATHKAL, MANGALORE, Karnataka, Mangalore

State: Karnataka District: SURATHKAL Police Station: AAATH35480

Pin Code: 57501 Phone No.: 0824 Mobile No.: 91 Fax No.: 0824 Email: govindadasacollege@gmail.com

Income Tax PAN No. GIR No Ward Circle Area

Municipality: _____ Firms Run by Trust: _____

Constitution of Ownership: (Attach copy of memorandum & articles of Association/Partnership Deed/Resolution): _____

Name/Address(s) of Present Proprietor/Managing Directors/Managing Partners/Secretary of the Co-operative Society: _____

Details of Bank Account

Select	Account No.	Name of Bank	Name of the Branch	MICR Code of the Bank/Branch	IFSC Cod
<input type="checkbox"/>	3512500145857301	KARNATAKA BANK LTI	SURATHKAL	575052008	KARB000K

Select the Branch and Inspection Division: BO - Mangalore Inspection Division: INS DIV - Mangalore

Branch Office: _____ Proof Of Change: Browse... No file selected Upload

Attach Proof Of Change Here: _____ Submit Close

Gratuity

Govinda Dasa College Gratuity Calculation of Sri. Harish Kumar, Rtd. Physical Director

Month	Basic Salary	D.A	H.R.A	Conveyance Allowance	Exgratia Salary	Gross Salary
2021 AVERAGE SALARY	25300.00	0.00	0.00	0.00	0.00	25300.00
Total	25300.00	0.00	0.00	0.00	0.00	25300.00

Basic Salary 25300.00
D.A 0.00
Total Salary 25300.00
Average Monthly Salary 25300.00

Date of Joining 22-06-2009
Date of Resign 30-04-2021
Total Year of Service 12

11 Years 10 Months 8 Days

Gratuity Calculation In India = [(Basic Pay + D.A) x 15 days x No. of years of service] / 26

Total Gratuity Amount

₹ 175154.00

Recd by 24/05/2021
Recd by

Rupees in words:

Rupees One Lakh(s) Seventy Five Thousand One Hundred Fifty Four Only

Place: Surathkal
Date: 31-05-2021

Director - Administration
Govinda Dasa College



K. Manoj Kumar
Principal
Govinda Dasa College

Letter for Granting Gratuity To Mr.Harish Kumar

GOVINDA DASA COLLEGE
ಗೋವಿಂದದಾಸ ಕಾಲೇಜು
(Managed by HINDU VIDYADAYINEE SANGHA (R.), Surathkal)
(NAAC)
Surathkal - 575 014
Mangaluru, Karnataka
2407287, 2406297
dasacollege@yahoo.co.in
vindadasacollege.edu.in

GOVINDA DASA COLLEGE
ಗೋವಿಂದದಾಸಕಾಲೇಜು
(Managed by HINDU VIDYADAYINEE SANGHA (R.), Surathkal)
Add : P.B.No.1, Surathkal - 575 014
Mangaluru, Karnataka
Phone : 0824 - 2407287 (Fax & Office)
Email : govindadasacollege@yahoo.co.in
Website : www.govindadasacollege.edu.in

Principal: Prof. Krishnamoorthy. P.
M.A., M.Phil.

ಸಂಖ್ಯೆ: 30-04-2021

Date: 31-05-2021

The Secretary,
Hindu Vidyadayinee Sangha (R.),
SURATHKAL - 575 014, D.K.

Dear Sir,

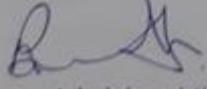
Subject : Granting Gratuity to Mr. Harish Kumar ,
Rtd, Physical Director, GDC

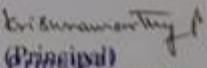
With reference to Request Letter dated 01-02-2021,
Mr. Harish Kumar , Rtd, Physical Director, GDC who worked
in our institution, requested for payment of gratuity.

We bring to your kind notice that he has completed 12
years of service and the gratuity payable is worked out at Rs.
4,75,154.00. Please sanction the bill and Cheque for the same
may be issued in favour of Mr. Harish Kumar .

Thank you,

Yours faithfully,


(Director Administration)
For Govinda Dasa College
Surathkal - 575 014, D.K.


(Principal)
Govinda Dasa College
Surathkal - 575 014, D.K.

ವ ಬಗ್ಗೆ
ಇವು ಕಡ್ಡಾಯ ದೃಢೀಕರಣ
ಯನ್ನು ಅಂಗೀಕರಿಸಿ
ಇದಕ್ಕೆ ಸಂಬಂಧಿಸಿದ
ಬಿಲ್ಲು ಮತ್ತು ಚೆಕ್‌ಗಳನ್ನು
ವಿಡಿಸುವುದು ವರದಿಗಾಗಿ

ಕಡ್ಡಾಯ ದೃಢೀಕರಣ
ಇವು

Group Personal Accident policy



/25236

Group Personal Accident And Business Travel Accident Policy

Schedule of Insurance

Agent/Broker Name - AXIS BANK LTD

Agent/Broker License Code - CA0069

Agent/Broker Contact No -1800 209 2001(mobile or landline)

Policy Number: 0238788824

Renewal: 00

Endorsement: 00

Policyholder Name: GOVINDA DASA COLLEGE

Address: HINDU VIDYADAYINEE SANGH

P.B.NO.1 SURATHKAL

DAKSHINA KANNADA

SURATHKAL

MANGALORE - 575014

DAKSHINA KANNADA

KARNATAKA

INDIA

Place of supply -KARNATAKA

State code -29

Contact number :

Insurance Period :-

Effective Date 07/12/2020

Expiry Date 06/12/2021

(Beginning at 12:01 AM and ending at Midnight of the expiry date)

Business Description:

Educational Institutes

Beneficiary :

As designated by each insured person on file with the Company

Eligible Persons 1335 (Classification of Insured)

The following persons shall be eligible for Insurance hereunder :

Age group : From 18 To 70 Years ()

Benefits : 24-Hour Protection

Sr No	Description of Insured Persons / Category / Designation	No. per category
1	Students	630
2	Parents	630
3	Staff	75

Personal Accident Claim Form

TATA-AIG GENERAL INSURANCE COMPANY LTD



A-501, 5th Floor, Building No.4,
Infinity Park, Gen. A.K. Vaidya

Dindoshi, Malad (East)
Mumbai 400 097.

PERSONAL ACCIDENT CLAIM FORM

IMPORTANT

- 1. Issuance of this form is not an admission of Liability or a waiver of the terms, conditions and exceptions of the insurance contract.
- 2. No claim will be admitted without a Medical Report as per format to be obtained at claimant's expense.

Policy No. GAFF0011257-00 0286737763 00

1 PERSONAL DETAILS

NAME (In block letters) : a) Insured Govinda Dasa college
b) Claimant Shivananda
Address _____
City Suvattkal State Karnataka
PIN 575 014
Occupation Attender
Age 30 years

2 DETAILS OF ACCIDENT

Time and Date _____
Place and Location (Full Address) Suvattkal city area

Cause Description Chest pain

3 DETAILS OF INJURIES

Specify Injured Parts of Body Contusion Injury to the chest
Total Disablement(if any) _____
Percentage _____ (%) _____ (In Words)

4 WITNESSES

Name (s) , address (es) and Phone No(s) I. G. Sathish Bhat, Tokur, Haleangadiy, Mangalore. Mob: 99001114476

5 TREATMENT DETAILS

A Casualty Doctor
Name Dr. Suresh Shetty
Address Padmayathi Hospital, Suvattkal
Phone 08244-2471116
Registration No. DKA00656AAPP
B Family Doctor
Name _____
Address _____

oA No: 1425664 dt
10/12/18 for
2 14010

Maternity Leave

Date: 18-08-2022

FROM,

SHILPARANI K
DEPARTMENT OF COMMERCE AND BUSINESS ADMINISTRATION
GOVINDA DASA COLLEGE, SURATHKAL
MANGALORE-575014

OK. Permit
25/8/22

TO,

SECRETARY
HINDU VIDYADAYINEE SANGHA
GOVINDA DASA COLLEGE, SURATHKAL
MANGALORE -575014

THROUGH,

PRINCIPAL
GOVINDA DASA COLLEGE, SURATHKAL
MANGALORE -575014

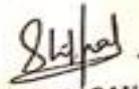
Dear Sir,

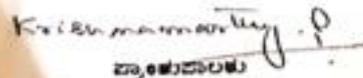
Subject: Request for the grant of maternity leave.

I Shilparani K, Lecturer in Commerce and Business Administration serving the college from past 9 years, I am writing to inform you of my intention to take the allotted maternity leave available to me. I plan to start my maternity leave on October 10, barring any unforeseen issues regarding my pregnancy and delivery arise. I hear by, request you to accept this request and grant me the maternity leave, thank you for understanding and consideration. Kindly do the needful.

Thanking you,

Yours's Sincerely,


SHILPARANI K

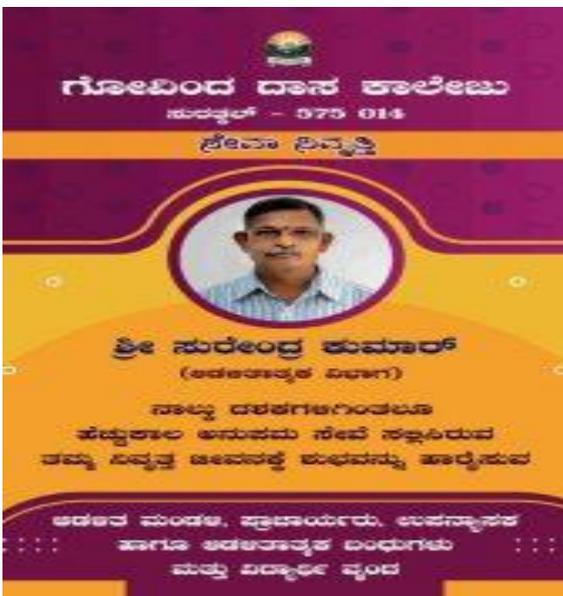

K. Krishna Murthy P.
ಪ್ರಾಚಾರ್ಯರು
ಗೋವಿಂದ ದಾಸ ಕಾಲೇಜು
ಮಂಗಳೂರು - 575 014, ಕ.ಕ.


Director-Administration
For Govinda Dasa College
Surathkul - 575014, D.K.

Wi-Fi Facility



The college bid adieu to Sri Surendra Kumar, Administrative staff, on his retirement on 31/05/2021 after rendering 42 years of fruitful service at GDC .





STAFF ASSOCIATION
Govinda Dasa College, Surathkal

cordially invites you to the

Felicitation & Farewell Function

of

Prof. B. Y. Kumar

(Associate Professor in History)

Sri Surendra Kumar

(Administrative Staff - Office Manager)

Sri P. Shripathi

(Administrative Staff)

President:

Sri E. Janardhana

President, H.V. Sangha (R), Surathkal

Guest:

Sri H. Sriranga

Secretary, H.V. Sangha (R), Surathkal

Date: 31-07-2021, Saturday

Time: 10.00 am.

Venue: A. V. Hall

Prof. Ramesh Kulai
Director-Administration

Prof. Krishnamoorthy P
Principal

Prof. Marcel Louis Mascarenhas
Staff Secretary

Teaching & Administrative Staff

The programme is followed by lunch at 12.30pm.



STAFF ASSOCIATION
Govinda Dasa College, Surathkal

cordially invites you to the

Felicitation & Farewell Function

of

Prof. Voilet Miranda

on her retirement on superannuation

President:

Sri. E. Janardhana

President, H.V. Sangha (R), Surathkal

Guest:

Sri M. Venkat Rao

Secretary, H.V. Sangha (R), Surathkal

Date: 31.08.2019, Saturday

Time: 10.30 AM

Venue: A.V.Hall

Prof. Ramesh Kulai
Director, Administration

Dr. K. Shivashankar B
Principal

Prof. Marcel Louis Mascarenhas
Staff Secretary

Teaching & Administrative Staff



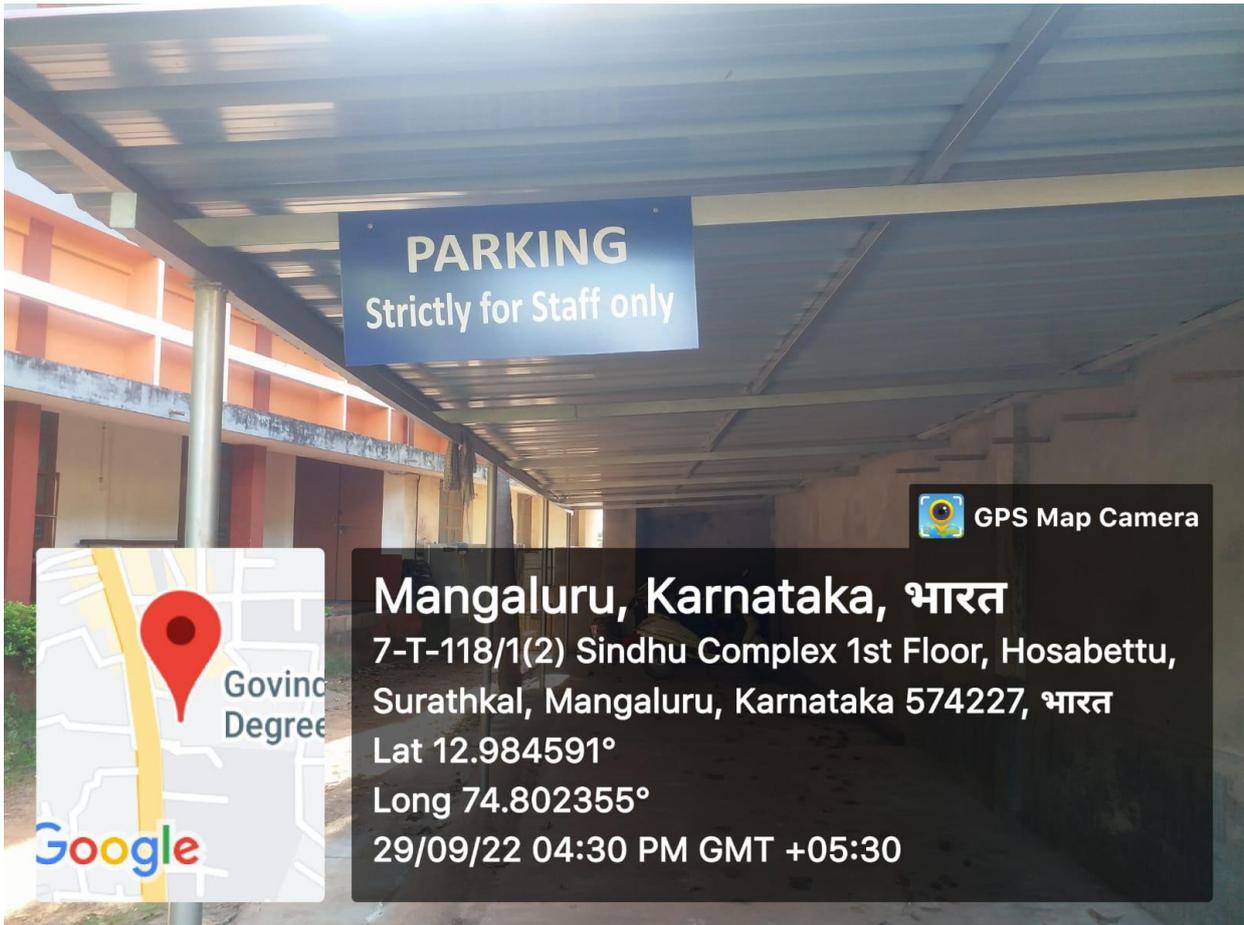
Reserved section at the Library for the faculty and non-teaching staff.



Library Facility with open access system.



Parking area for Staff



List of Email-Id For GDC Staff(G-Suit)

Govinda Dasa College

List of College Email Addresses

Sl. No	Name	Website Username	Email Address
		principal	principal@gdc.edu.in
1	Dr. B. Muralidhara Rao (Principal)	krishnamoorthy	krishnamoorthy@gdc.edu.in
2	Mr. P. Krishnamoorthy. (Vice Principal)		
Department of Commerce			
3	Mr. Ganesh Acharya B	ganeshacharyaB	ganeshacharyaB@gdc.edu.in
4	Ms. Shridevi	shridevi	shridevi@gdc.edu.in
5	Ms. Punitha. R	punitha	punitha@gdc.edu.in
6	Mrs. Shilparani. K	shilparani	shilparani@gdc.edu.in
7	Mrs. Pratheeksha	pratheeksha	pratheeksha@gdc.edu.in
8	Mrs. Bharathi	bharathi	bharathi@gdc.edu.in
9	Ms. Ravikola	ravikalakotian.	ravikalakotian@gdc.edu.in
10	Mrs. Sujatha K.V.	sujathakv	sujathakv@gdc.edu.in
Department of History			
11	Mrs. Violet Miranda	violetmiranda	violetmiranda@gdc.edu.in
12	Mrs. Rashmi Kayarmar	rashmikayarmar	rashmikayarmar@gdc.edu.in
Department Pol. Economics			
13	Dr. K. Shivashankar Bhat.	bhatkss	bhatkss@gdc.edu.in
14	Mr. Harisha Acharya.	harishacharyap	harishacharyap@gdc.edu.in
15	Mrs. Daya M. Suvarna	dayasuvarna	dayasuvarna@gdc.edu.in
Department of Political Science			
16	Dr. Ashalatha	ashalathap	ashalathap@gdc.edu.in
17	Mrs. Sudha U	sudha	sudha@gdc.edu.in
Department of Journalism			
18	Ms. Shwetha	shwethan	shwethan@gdc.edu.in
Department of English			

Institute Email Manual


Prof. P. Krishnamoorthy

Principal
Principal
Govinda Dasa College
Surathkal - 575014, D.K.

Govinda Dasa College

19	Sri. Ramachandra Yadupadithaya	ramachandray	ramachandray@gdc.edu.in
20	Ms. Shreeraksha	raksha	raksha@gdc.edu.in
	Department of Hindi	948707196	
21	Mr. Marcel Louis Mascarenhas	marcelmascarenhas	marcelmascarenhas@gdc.edu.in
22	Ms. Jyothi Kamath	jyothikamath	jyothikamath
	Department of Kannada		
23	Mr. Ramesh Bhat. S. G.	rameshbhat	rameshbhat@gdc.edu.in
24	Mrs. Deepa	deepashetty	deepashetty@gdc.edu.in
	Department of Sanskrit		
25	Mr. Vagesha. S	vageshas	vageshas@gdc.edu.in
	Department of Chemistry		
26	Sri. Neelappa. V	neelappav	neelappav@gdc.edu.in
27	Ms. Lavina Gladis Serrao	lavinaserrao	lavinaserrao@gdc.edu.in
	Department of Physics		
28	Mrs. Shobha Kumari	shobhakumari	shobhakumari@gdc.edu.in
29	Mr. Atul Bhat	atulbhat	atulbhat@gdc.edu.in
	Department of Mathematics		
30	Mr. Vaman Kamath	vamankamath	vamankamath@gdc.edu.in
31	Mrs. Sajitha K. Nair	sajithanair	sajithanair@gdc.edu.in
	Department of Computer Science		
32	Mrs. Geetha. K.	geethavenu	geethavenu@gdc.edu.in
33	Mrs. Shalaja.H	shalajapraveen	shalajapraveen@gdc.edu.in
34	Mrs. Veena. K	veenak	@gdc.edu.in
35	Mrs. Babitha Naveenchandra	babithan	babithan@gdc.edu.in
36	Mrs. Vidhya .C.Patil	vidyapatil	vidyapatil@gdc.edu.in
37	Ms. Poornima Gokhale	poornimag	poornimag@gdc.edu.in

Prof. P. Krishnamoorthy
 Prof. P. Krishnamoorthy ✓

Principal
Principal
Govinda Dasa College
Surathkal - 575014, D.K.

Govinda Dasa College			nayana@gdc.edu.in
38	Mrs. Nayana	nayana	
PG Department of Chemistry			
39	Mr. Shatrutha Kumar	shatruthakumar	shatruthakumar@gdc.edu.in
40	Dr. Karthika J. S.	karthikajs	karthikajs@gdc.edu.in
41	Dr. Namratha	namratha	namratha@gdc.edu.in
PG Department of Commerce			
42	Dr. Suresh Mayya	sureshmayya	sureshmayya@gdc.edu.in
43	Mr. Ramesh Kulai	ramesh.kulai	ramesh.kulai@gdc.edu.in
44	Mrs. Harsha Rani	harsharani	harsharani@gdc.edu.in
45	Mr. Sajam M.	sajam	sajam@gdc.edu.in
46	Ms. Ashwitha	ashwitha	ashwitha@gdc.edu.in
	Navya (9739928796)	navyaks@gdc.edu.in	Gdc@1234
Library			
47	Mrs. Savithri	savithria	savithria@gdc.edu.in
Physical Education			
48	Mr. Harish Kumar	harishkumar	harishkumar@gdc.edu.in
Office Staff			
49	Mrs. Sonia	sonia	sonia@gdc.edu.in
50	Mrs. Ashwini		ashwini@gdc.edu.in
51	Mr. Sathish	sathish	sathish@gdc.edu.in
52	Mrs. Shamitha		shamitha@gdc.edu.in
53	Mrs. Premalatha		premalatha@gdc.edu.in
54	Mrs. Shruthi		shruthi@gdc.edu.in
College Email			
55	General Email		contact@gdc.edu.in

For any queries email atulbhat@gdc.edu.in

Institute Email Manual

Scanned with OKEN Scanner

Prof. P. Krishnamoorthy

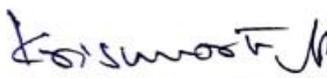
Principal
Principal
Govinda Dasa College
Surathkal - 575014, D.K.

Movement Register

Movement Register 2020-21

15-02-20	Ramesh Bhat S.G.		
18-02-20			
10-06-2020	Mu Ravikala	Appointment with Doctor	
9-9-2020	Verhoffa madya .M.	J.O. gfu v. Dr	
16/10/20	Sudha .u	Going to Milk	☞
22/10/20	Dr. Ashalattap	Going to hospital along with grandmother	☞
24/10/20	Sudha .u	Going to Karinja - temple	☞
27/10/20	Kangumoun k. G. S. K. K. K.	Rendit off. u	
27/10/20	Sudha .u	Going to Mangaluru	☞
28/10/20	Dr. Ashalattap	Going to Canara lobby	☞
29/10/20	Akshatha Shetty	Going to Mangaluru	☞
3/11/20	Day - Suvare	Going to valuation as I got a call from the centre	☞
21/11/20	Dufo - Shetty	Going Hospital 11:00am	
24/11/20	Brisunamony P.	Going to meeting 11:00am	
24/11/2020	HAREESHA ACHARYA.P.	Going to Mangaluru 2:00 PM - Hotel	
25/11/2020	Dr. Ashalattap	Going to present paper in National seminar through online 12:50pm	☞
26/11/2020	Dr. Ashalattap	Going as panelist for V4 live discussion - Resource person to give 5-6 lecture in constitution Day Program BJP Yuva Morcha Mangaluru North. 3pm	☞
30-11-2020	Mr. Neelappa V.	Going to Surya Lab Milk & E content development work 1:30	☞
30-11-2020	Mareel Lenin Paschenhas	Going to Mangaluru E content development work 1:30	☞
31/12/20	Sudha .u	Going hotel	☞
17/12/2020	Neelappa V.	E content development work 1:30	☞

Name	Purpose	Departure time	Sign	Principal's Sign
Sharmitta .u	Personal work	11-15	Sharm	
2021 Neelappa V	Design Lab	1:30 PM	(N)	
1202 Dr. Ashalatta P	Personal work	2 pm	Ash	
2021 Susha .u	meeting	2:30	Susha	
2021 Susha .u	Teaching	10:00	Susha	
21 Anupa Shetty	going to M'la	3:50	Anupa	
121 Vaman Kamath	going to M'la	10:45	Vaman	
121 Manjappa P Gow	going to M'la	12:32	Manjappa	
21 Punitha .R	Documentation	2:45 pm	Punitha	
21 Anupa Shetty	going to M'la	3:00 PM	Anupa	
21 Krishnamoorthy	going to meeting	10:00 AM	Krishna	
21 HAREESHA .ACHARYA .P	going to M'la	3:30 PM	Hareesh	
121 Krishnamoorthy	going to M'la	9:15 AM	Krishna	
121 Hareesha Acharya P	going to BC Road	3:30 PM	Hareesh	
121 B. Y. Kumar	..	3:30 PM	B. Y. Kumar	
21 Kanning P	..	2:30 PM	Kanning	
21 Pratheeksha	GFCG Haleyside for NSS orientation	2:00 pm	Pratheeksha	
21 Punitha .R	Feast (after completion of classes)	12:45 pm	Punitha	
21 Neelappa V	..	2:45 PM	Neelappa	
21 Punitha .R	NANC of SDM (after completion of classes)	1:45 pm	Punitha	
21 Shobha Kumari A	going to hospital	11:30 AM	Shobha	
21 Pratheeksha	going to Bangalore for PhD work	11:00 AM	Pratheeksha	
21 Shelpasani .K	going to Meet Phd guide	11:00 AM	Shelpasani	
21 Punitha .R	going to distribute leaflets to PU students of other colleges	11:00 AM	Punitha	
21 Shridevi	going to M'la for PhD work	11:00 AM	Shridevi	
21 Ravikala	consultation (clinic)	10:53 AM	Ravikala	


 Prof. P. Krishnamoorthy

Principal
Govinda Dasa College
Surathkal - 575014, D.K.

5. Vidyappa Madya.M. Sched desk confy - 3.30-4

05-2020 Surendra Kumar. J.D. office Surendra Kumar
official 10.00 AM

6/2020 Vidyappa Madya.M. Nilaw 10 AM

7/2020 Vidyappa Madya.M. Nilaw J.D. office 3.30 PM

8/2020 Vidyappa Madya.M. 10 AM J.D. office

08-2020 T.E.B. Mangalga Bankwork

08-2020 Rangantharava To J.D. office Mangalga

09-2020 Surendra Kumar. Mangalga. Tothinda 12.15

10-2020 P. Sankhala B.S.C. Road S.D. Bank

10-2020 Surendra Mangalga 3.00 (Bank work)

10.10.2020 Rangantharava } Mukka. Saraba to meet - Paper
Basava }

13.10.2020 Rangantharava } University office Kowalya Kowalya
Basava } K. Balant

22.10.2020 Dr. Ashadattaf going to Hospital

12.11.2020 Rangantharava To University Kowalya } Paper
Basava To University Kowalya }

5.11.2020 Vidyappa Madya.M. To J.D. office

11.11.2020 Vidyappa Madya.M. To J.D. office Sangakalavide

13.11.2020 S. Sankhala 10.15 OC to J.D. S.D. road

15.11.2020 Vidyappa Madya.M. 3 PM J.D. office Sangakalavide

19.11.2020 K. Sankhala 1.30. got college constituent meeting

21.11.2020 Surendra Kumar. Urwastala. 10.30

24.11.2020 P. Sankhala J.D. office Mangalga 11.30

27.11.2020 Vidyappa Madya.M. University Kowalya 3.00

28.11.2020 going to CFC Halyangaladi 3.10

01/12/2020 Rangantharava to Kowalya

2/12/2020 going to Pancharayath 2.40

24/12/2020 going to J.D. office Mangalga 10 AM

1/12/21 Mangalga University

Krishnamoorthy

Prof. P. Krishnamoorthy

Principal

Principal

Govinda Dasa College
Surathkal-575014, D.K.

No	Name	Purpose	Departure Time	Sign	Approved
01	Vedappa modya M.	J.D. office	3.30 PM	✓	
02	Vedappa modya M.	J.D. office	3.20 PM	✓	
03	Vedappa modya M.	m'lab in vijaya	2. PM	✓	du
04	P. Shanmukh	university Mangaluru			
05	Vedappa modya M.	J.D. office	3/8/2021	✓	2/21
06	Vedappa modya M.	J.D. office	1. PM	✓	
01-01-2021 January					
01	13/1/2021 Vedappa modya M.	m'lab in vijaya	1.30 PM	✓	
	20/1/2021 P. Shanmukh	Vijaya college	10. .	✓	
	25/1/2021 Vedappa modya M.	J.D. office	6. PM	✓	
	28/1/2021 P. Shanmukh	university Mangaluru	11:00 P		
01-02-2021 February					
01	3/2/2021 Vedappa modya M.	R.G.T.O. J.D. office	2.30 PM	✓	
	11/2/2021 P. Shanmukh	Mangaluru university	10.00 P	✓	
	16/2/2021 Vedappa modya M.	university college	10. AM	✓	
	16/2/2021 Sonu	exam in vijaya university college	10 a.m	Sonu	
	17/2/2021 Pratheekha	CFEC kafe for NSS inauguration at R. Govinda Dasa College	12.30 pm	✓	
	18/2/2021 PM Neeliphan	Vijaya college Malka	11:45 PM		
	18/2/2021 Pratheekha	CFEC kafe for NSS inauguration at R. Govinda Dasa College	12.00 pm	✓	
	19/2/2021 Vedappa modya M.	J.D. office	3. PM	✓	
	25/2/2021 P. Shanmukh	J.D. office	11.00	✓	
01-03-2021					
	1/3/2021 Vedappa modya M.	J.D. office	3.30 PM	✓	
	3/3/2021 P. Shanmukh	university Mangaluru	11:00 P	✓	
	3/3/2021 M. Shulpaani K	Pooja	12.15 PM	✓	
	13/3/2021 Vedappa modya M.	J.D. office	2.30 PM	✓	
	5/3/2021 Vedappa modya M.	M. Shulpaani S. college	11. AM	✓	

Prof. P. Krishnamoorthy

Prof. P. Krishnamoorthy

Principal

Principal

Govinda Dasa College
Surathkal-575014, D.K.

4. Policy and guidelines for institutions performance appraisal system for staff.

[Click here to view Policy for Staff Performance Appraisal System](#)



H.V. SANGHA (R.)

ಹಿಂದು ವಿದ್ಯಾದಾಯಿನೀ ಸಂಘ (ರಿ.)

SURATHKAL - 375 014, D.K. Phone : 0824 - 2406362 email : hv.sangha@rediffmail.com

MANAGING:

Governing Body: Govindrao College
Hibbakuravi Eng. Mahila School
Dr. Hanumanthappa Dr. Poo. School, A.D.K.

ದಿನಾಂಕ : 19-01-2022

ರಿಗೆ,

ಹಿಂದು ವಿದ್ಯಾದಾಯಿನೀ ಸಂಘಕ್ಕೆ ಒಳಪಟ್ಟ ಸಂಸ್ಥೆಗಳ
ಎಲ್ಲಾ ಶಾಲಾ ಮುಖ್ಯಸ್ಥರು / ಪ್ರಾಂಶುಪಾಲರು

ಮಾನ್ಯರೇ,

ವಿಷಯ : ಆಡಳಿತ ಮಂಡಳಿಯಿಂದ ನೇಮಕಗೊಂಡ ಶಿಕ್ಷಕ ಹಾಗೂ ಶಿಕ್ಷಕೇತರ ಸಬ್ಬಂದಿಗಳ ರಜೆಯ ಕುರಿತು.

ದಿನಾಂಕ 31-12-2021ಕ್ಕೆ ಮುಂಚಿತವಾಗಿ ಅದೇಶಗೊಂಡ ರಜೆಗೆ ಸಂಬಂಧಿಸಿದ ಎಲ್ಲಾ ರಜೆಗಳ ಅದೇಶಗಳನ್ನು ರದ್ದುಗೊಳಿಸಿ, ದಿನಾಂಕ 01-01-2022 ರಿಂದ ಪೂರ್ವಾನ್ವಯಗೊಳ್ಳುವಂತೆ ಪರಿಷ್ಕೃತ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಆದೇಶಿಸಿದೆ.

ಆಡಳಿತ ಮಂಡಳಿಯಿಂದ ನೇಮಕಗೊಂಡ ಶಿಕ್ಷಕ ಹಾಗೂ ಶಿಕ್ಷಕೇತರ ವೃಂದದವರಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ರಜೆಯ ಮಾರ್ಗಸೂಚಿಗಳು

1. ಆಡಳಿತ ಮಂಡಳಿಯಿಂದ ನೇಮಕಗೊಂಡ ಉಪನ್ಯಾಸಕ ಹಾಗೂ ಶಿಕ್ಷಕೇತರ ವೃಂದದವರ ಸೇವಾ ಲಂಬಿಕತೆಯನ್ನು ಸಿದ್ಧಪಡಿಸುವ ಐವತ್ತನೆಯನೆಯನ್ನು ಆಯುಕ್ತ ಸಂಸ್ಥೆಗಳ ಮುಖ್ಯಸ್ಥರಿಗೆ ನೀಡಲಾಗಿದೆ.
2. ಸೇವಾ ದಾಖಲಾತಿ ಪುಸ್ತಕವನ್ನು ಪ್ರತಿ ವರ್ಷದ ಮಾರ್ಚ್ ತಿಂಗಳಲ್ಲಿ (ಮಾರ್ಚ್ 31ರ ಒಳಗೆ) ಕಾರ್ಯದರ್ಶಿಯ ಸಹಿಗಾಗಿ ಕಳುಹಿಸಿಕೊಡಬೇಕು. ತಪ್ಪಿದಲ್ಲಿ ಎಕ್ಸಿಟ್ ತಿಂಗಳ ವೇತನವನ್ನು ತಡೆಹಿಡಿಯಲಾಗುವುದು.
3. ಹೆರಿಗೆ ರಜೆ, ಗಳಿಕೆ ರಜೆ ಹಾಗೂ ವೇತನ ರಹಿತ ರಜೆ ಪಡೆದಿದ್ದಲ್ಲಿ ಅವುಗಳನ್ನು ಸೇವಾ ದಾಖಲಾತಿ ಪುಸ್ತಕದಲ್ಲಿ ನಮೂದಿಸಬೇಕು.
4. ಶಿಕ್ಷಕ ಮತ್ತು ಶಿಕ್ಷಕೇತರ ವೃಂದದವರಿಗೆ ವರ್ಷಕ್ಕೆ (ಜನವರಿ - ಡಿಸೆಂಬರ್) ಹದಿನೈದು ದಿನಗಳ ಸಾಂದರ್ಭಿಕ ರಜೆಯನ್ನು ನೀಡಲಾಗುವುದು. ಶಿಕ್ಷಕೇತರರಿಗೆ ಮತ್ತು ಶಾಲಾ ಶಿಕ್ಷಕ ವೃಂದದವರಿಗೆ ಅರ್ಧ ದಿನ ಸಾಂದರ್ಭಿಕ ರಜೆ ಸೌಲಭ್ಯವಿರುವುದು. ಸಾಂದರ್ಭಿಕ ರಜೆಯು ಆಯುಕ್ತ ಮೂತ್ರ ಸೀಮಿತವಾಗಿರುತ್ತದೆ ಹಾಗೂ ಅದು ಸಂಚಯನಗೊಳ್ಳುವುದಿಲ್ಲ. ಸಾಂದರ್ಭಿಕ ರಜೆಯನ್ನು ಒಟ್ಟಾಗಿ 3 ದಿನಕ್ಕಿಂತ (ಭಾನುವಾರ ಹಾಗೂ ಸರಕಾರಿ ರಜಾದಿನಗಳನ್ನು ಹೊರತುಪಡಿಸಿ) ಹೆಚ್ಚಾಗಿ ತೆಗೆಯುವಂತಿಲ್ಲ.
5. ವೈದ್ಯಕೀಯ ರಜೆ ಸೌಲಭ್ಯಗಳು ಆಯಾ ವರ್ಷಗಳಲ್ಲಿ 10 ದಿನಗಳಿಗಿಂತ ಹೆಚ್ಚಾಗುವಂತಿಲ್ಲ (ಭಾನುವಾರ ಹಾಗೂ ಸರಕಾರಿ ರಜಾದಿನಗಳನ್ನು ಒಳಗೊಂಡು) ಮತ್ತು ಈ ಸೌಲಭ್ಯಕ್ಕೆ ವೈದ್ಯಕೀಯ ಪ್ರಮಾಣ ಪತ್ರವನ್ನು ಲಗತ್ತಿಸಬೇಕು.



1

6. ಸಾರ್ವಜನಿಕ ರಜೆ ಮತ್ತು ವೈದ್ಯಕೀಯ ರಜೆ ಒಟ್ಟು ಸೇರಿ ಪಡೆಯಬಹುದು, ವೀರ ಯಲ್ಲಾಪುರ ರಜೆಯನ್ನು ಒಟ್ಟು ಸೇರಿಸಿ ಪಡೆಯಲು ಅವಕಾಶ ಇರುವುದಿಲ್ಲ.
7. ವರ್ಷಕ್ಕೆ ಶಿಕ್ಷಕೀತರ ವೃಂದವರಿಗೆ ಹತ್ತು ದಿನಗಳ ಗಳಿಕೆ ರಜೆ ಇರುವುದು. ಗಳಿಕೆ ರಜೆ ಪಡೆಯುವಾಗ ತಮ್ಮ ಮಾತೆಯಲ್ಲಿ ಗಳಿಕೆ ರಜೆ ಇದ್ದಲ್ಲಿ ಕನಿಷ್ಠ 2 ದಿನ ಹಾಗೂ ಗರಿಷ್ಠ 30 ದಿನಗಳಿಗೆ ಪಡೆಯಬಹುದು.
8. ಸೇವಾ ಅವಧಿಯಲ್ಲಿ ಒಮ್ಮಾ ಮಾಡಿದ ಗಳಿಕೆ ರಜೆ 60 ದಿನಗಳಿಗೆ ಪಡೆಯಬಹುದು.
9. ಉಳಿತಾಯಿರುವ ಗಳಿಕೆ ರಜೆಗೆ ನಗದೀಕರಣ ಸೌಲಭ್ಯ ಇರುವುದಿಲ್ಲ.
10. ಮಹಿಳಾ ಉದ್ಯೋಗಿಗಳು ಹೆರಿಗೆ ರಜೆಯನ್ನು ಪಡೆಯುವಾಗ ಅಯಾ ಸಂಸ್ಥೆಯ ಮುಖ್ಯಸ್ಥರು ಹಾಗೂ ಸಂಚಾಲಕರು / ಡೈರೆಕ್ಟರುಗಳ ಒಪ್ಪಿಗೆಯನ್ನು ಪಡೆದು, ಆಡಳಿತ ಮಂಡಳಿಯ ಅನುಮೋದನೆ ಪಡೆಯತಕ್ಕದ್ದು. ಹೆರಿಗೆ ರಜೆಯು 180 ದಿನಗಳ ಅವಧಿಯ ರಜೆ ಆಗಿರುತ್ತದೆ ಹಾಗೂ ಅವರ ಸೇವಾ ಅವಧಿಯಲ್ಲಿ ಎರಡು ಬಾರಿ (ಗರ್ಭಪಾತವು ಸೇರಿದಂತೆ) ಹೆರಿಗೆ ರಜೆಯನ್ನು ಪಡೆಯಬಹುದು. ಮಹಿಳಾ ಉದ್ಯೋಗಿಗಳು ಈ ರಜೆಯನ್ನು 2 ವರ್ಷ ಅಥವಾ ಅದಕ್ಕಿಂತ ಕಡಿಮೆ ಪ್ರಾಯದ ಮಕ್ಕಳನ್ನು ದತ್ತು ತೆಗೆದು ಕೊಂಡಾಗಲೂ ಪಡೆಯಬಹುದು.
11. ಶಿಕ್ಷಕ ಹಾಗೂ ಶಿಕ್ಷಕೀತರ ವರ್ಗದವರು ಯಾವುದೇ ರಜೆಯನ್ನು (ವೈದ್ಯಕೀಯ ರಜೆಯನ್ನು ಹೊರತು ಪಡಿಸಿ) ತೆಗೆದುಕೊಳ್ಳುವ ಸಂದರ್ಭದಲ್ಲಿ ಅಯಾ ಸಂಸ್ಥೆಯ ಮುಖ್ಯಸ್ಥರ ಪೂರ್ವಾನುಮತಿ ಪಡೆದುಕೊಳ್ಳಬೇಕು. ಒಂದು ವೇಳೆ 7 ದಿನಗಳಿಗಿಂತ ಹೆಚ್ಚಾಗಿ ಪಡೆಯ ಬೇಕಾದಲ್ಲಿ ಅಯಾ ಸಂಸ್ಥೆಯ ಮುಖ್ಯಸ್ಥರು ಹಾಗೂ ಸಂಚಾಲಕರು / ಡೈರೆಕ್ಟರುಗಳ ಒಪ್ಪಿಗೆಯನ್ನು ಪಡೆದು, ಆಡಳಿತ ಮಂಡಳಿಯ ಅನುಮೋದನೆ ಪಡೆಯತಕ್ಕದ್ದು.
12. ವರ್ಷಕ್ಕೆ ಎರಡು ದಿನಗಳ ನಿರ್ಬಂಧಿತ ರಜೆ ಸೌಲಭ್ಯ ಇರುವುದು.
13. ವರ್ಷಕ್ಕೆ ನಾಲ್ಕು ಪರಿಮಿತ ರಜೆ ಇರುವುದು ಹಾಗೂ ಅಯಾ ಕಾಲಾ ಮುಖ್ಯಸ್ಥರ ನಿರ್ಣಯಕ್ಕೆ ಒಳಪಟ್ಟಿದೆ. ಈ ರಜೆಯ ವಿವರವನ್ನು ಆಡಳಿತ ಮಂಡಳಿಗೆ ಪ್ರತೀ ವರ್ಷ ಜನವರಿ ಒಂದರ ಒಳಗೆ ಕಳುಹಿಸಿ ಅನುಮೋದನೆ ಪಡೆದುಕೊಳ್ಳಬೇಕು.

ಟಿಪ್ಪಣಿ :

ಅ) ರಜೆಯನ್ನು ಹಕ್ಕು ಎಂಬತ್ತೆ ಕೋಡುವಂತಿಲ್ಲ.

ಆ) ಸಿಬ್ಬಂದಿಗಳು ಅಗತ್ಯ ಗೃಹಕೃತ್ಯ ಹಾಗೂ ಇತರ ವೈಯಕ್ತಿಕ ಕಾರ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸಲು ಹಾಗೂ ಅನಾರೋಗ್ಯ ನಿಮಿತ್ತ ವಿಷದೋಷಾಹಾರ ಪಡೆಯಲು ಸಂಸ್ಥೆಯ ಮುಖ್ಯಸ್ಥರಿಂದ ಅನುಮತಿ ಪಡೆದು ಕರ್ತವ್ಯಕ್ಕೆ ಗೈರು ಹಾಜರಿ ಆಗುವುದನ್ನು ರಜೆ ಎಂದು ಹೇಳಬಹುದು.

ಇ) ಸಿಬ್ಬಂದಿಗಳು ಮುಖ್ಯಸ್ಥರ ಮಂಜೂರಾತಿ ಇಲ್ಲದೆ ಗೈರು ಹಾಜರಿ ಆಗುವಂತಿಲ್ಲ. ಆದರೆ ಸಿಬ್ಬಂದಿಯು ತನ್ನ ನಿಯಂತ್ರಣಕ್ಕೆ ಮೀರಿದ ಕಾರಣದಿಂದ ಮುಖ್ಯಸ್ಥರ ಮಂಜೂರಾತಿ ಇಲ್ಲದೆ ಗೈರು ಹಾಜರಾದ ಬಗ್ಗೆ ಮನವರಿಕೆ ಮಾಡಿಕೊಟ್ಟಾಗ ಅದನ್ನು ತೃಪ್ತಿಕರವಾಗಿದೆ ಎಂದು ಪರಿಗಣಿಸಿ ಗೈರು ಹಾಜರಿ ಅವಧಿಯನ್ನು ಅಧಿಕೃತ ಗೈರು ಹಾಜರಿ ಎಂದು ಆರೋಪಿಸಬಹುದು.

ಈ) ಏಳು ದಿನಗಳ ಅವಧಿಯ ಅಧಿಕೃತ ಗೈರು ಹಾಜರಿಯ ಆರೋಪವು ಸಾಬೀತು ಆದರೆ ಆಡಳಿತ ಮಂಡಳಿಯ ಸೇವೆಯಿಂದ ತೆಗೆದು ಹಾಕಬಹುದು.



ಅ) ಯಾವುದೇ ಶಿಕ್ಷಕ ವೃಂದದವರು ಶಾಲೆ/ ಕಾಲೇಜು ಪ್ರಾರಂಭದ ಮೇಲೆಯ ಒಳಗೆ ಹಾಜರಾಗಬೇಕು. 10 ನಿಮಿಷ ತಡವಾದರೆ ಸಾಂದರ್ಭಿಕ ವಿನಾಯಿತಿ ಇರುವುದು. 10 ನಿಮಿಷದ ನಂತರ ಒಂದು ದಿನದ ಸಾಂದರ್ಭಿಕ ರಜೆಯನ್ನು ಕಳೆದು ಕೊಳ್ಳುತ್ತಾನೆ. ಶಿಕ್ಷಕರ ಹಕ್ಕಿನಲ್ಲಿ ಸಾಂದರ್ಭಿಕ ರಜೆ ಇಲ್ಲದಿದ್ದಲ್ಲಿ ಒಂದು ದಿನದ ಮೊತನ ಕಳೆದುಕೊಳ್ಳುತ್ತಾರೆ.

ಆ) ಯಾವುದೇ ಶಿಕ್ಷಕೇತರ ವೃಂದದವರು ಕಚೇರಿ ಪ್ರಾರಂಭದ ಮೇಲೆಯ ಒಳಗೆ ಹಾಜರಾಗಬೇಕು. ಮೂರ್ತಾತ್, ಅಥವಾ ಅಪರಾತ್ 10 ನಿಮಿಷ ತಡವಾದರೆ ಸಾಂದರ್ಭಿಕ ವಿನಾಯಿತಿ ಇರುವುದು. 10 ನಿಮಿಷದ ನಂತರ ಕಛೇರಿಗೆ ಹಾಜರಾದಾಗ ಸಿಬ್ಬಂದಿಯ ಅರ್ಥ ದಿನದ ಸಾಂದರ್ಭಿಕ ರಜೆಯನ್ನು ಕಳೆದು ಕೊಳ್ಳುತ್ತಾನೆ. ಸಿಬ್ಬಂದಿಯ ಹಕ್ಕಿನಲ್ಲಿ ಸಾಂದರ್ಭಿಕ ರಜೆ ಇಲ್ಲದಿದ್ದಲ್ಲಿ ಹಕ್ಕಿನಲ್ಲಿರುವ ಒಂದು ದಿನದ ಗಣಕಿಯನ್ನು ಕಳೆದುಕೊಳ್ಳುತ್ತಾನೆ. ಶಿಕ್ಷಕೇತರ ಹಕ್ಕಿನಲ್ಲಿ ಗಣಕಿ ರಜೆಯೂ ಇಲ್ಲದಿದ್ದಲ್ಲಿ ಒಂದು ದಿನದ ಮೊತನ ಕಳೆದುಕೊಳ್ಳುತ್ತಾರೆ.

ಇ) ರಜೆಯನ್ನು ಮಂಜೂರು ಮಾಡುವ ಸಂಸ್ಥೆಯ ಮುಖ್ಯಸ್ಥ ಸೇವೆಗೆ ಅವಶ್ಯಕತೆಗಳಿಗೆ ಅನುಗುಣವಾಗಿ ಯಾವ ಕಾಲದಲ್ಲಾದರೂ ರಜೆಯನ್ನು ನೀಡಲು ತಿರಸ್ಕರಿಸಬಹುದು ಅಥವಾ ಕೊಟ್ಟಿರುವ ರಜೆಯನ್ನು ಹಿಂಪಡೆಯಬಹುದು.

ಏ) ಆರೇಕಾಲಿಕ ಉಪನ್ಯಾಸಕರು ಸಾಂದರ್ಭಿಕ ರಜೆಯನ್ನು (ಅಯು ಉಪನ್ಯಾಸಕರ ಜಿಯರ್ಥಾರಕ್ಕೆ ಅನುಗುಣವಾಗಿ) ಹಾಗೂ 10 ವೈದ್ಯಕೀಯ ರಜೆಯನ್ನು ಮಾತ್ರ ಪಡೆಯಬಹುದು.



[Handwritten Signature]

ಕಯೇ ಎರ್
SECRETARY
HINDU VIDYADAYINEE SANGHA (R.)
SURATKAL, D. K.

5) Performa of performance based self-appraisal from teaching staff

Performance Appraisal Report 2020-21

For Self Appraisal Of Teachers

A) General Information

- a) Name :
 b) Address (Residential) :
 c) Designation :
 d) Department :
 e) Date of Birth :
 f) Area of Specialization :

Ph. No. :

B) Academic Qualifications

Exam Passed	Board/University	Subjects	Year	Division/Grade/Merit etc.
High School				
Higher Secondary or Pre-degree				
Bachelor's Degree (S)				
Master's Degree (S)				
Research Degree (S)				
Other Diploma/Certificates etc.				

C) Research Experience & Training

Research Stage	Title of work/Theses	University where the work was carried out
Ph.D.		
Post-Doctoral		
Publications (give a list separately)		
Research Guidance (give names of students guided successfully)		
Training (please specify)		

D) Research Projects carried out during the year

Title of the Project	Name of the funding Agency	Duration	Remarks



1

Krishna Moorthy P.
 Principal
 Govinda Basa College
 Davangere - 575 014

H) Results of students in the subjects taught by you (in April 2008 & October 2008 Exam)

Class	Subject	Total No. attended	Total No. Passes	Percentage Of Passes	Students Passing in I Class	
					No.	% to total Passed
April 2008						
October 2008						

i) Extension Work/Community Service

a) Please give a short account of your contribution to:

i) Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

ii) National Literacy Mission

b) Positions held/Leadership role played in organizations linked with Extension Work and National Service Scheme (NSS), or NCC or any other similar activity



Krishnamoorthy P.
Principal
Govinda Dasa College
Surathkal - 575 014

J) Participation in Corporate Life:

Please give a short account of your contribution to :

a) College/University /Institution

b) Co-curricular Activities

c) Enrichment of Campus Life (Hostels, sports, games, cultural activities)

d) Students Welfare and Discipline

e) Membership/Participation in Bodies/Committees on Education and National Development

f) Professional Organization of Teachers.

- K)** (a) Membership of Professional Bodies, Societies etc.
(b) Editorship of Journals

Principal
Govinda Dasa College
Suralpatal - 575 014



L) Steps taken by you to help slow learners

M) Steps taken by you to motivate advanced learners

) Rate your performance

i) as a teacher

Very Good

Good

Average

Poor

Very Poor

ii) as a co-ordinator of student programmes (mention the programme)

Very Good

Good

Average

Poor

Very Poor

iii) in professional development

Very Good

Good

Average

Poor

Very Poor

Suggestions for improving the quality of education in the college

P) Any other information

(Signature of the Teacher)

Verification of Data Certified that the Report gives a True and Fair view of teacher's performance and that the supporting documents are enclosed

Head of the Department

Dean of faculty

Observations by Principal regarding the role played by the teacher
Strengths of the teacher

Weakness of the teacher

Principal

6. Performa of performance based self-appraisal from non-teaching staff

Performance Appraisal of Nonteaching Staff by the Head of the Department and Principal

		Excellent	Good	Average	Below Average
01	ನಿಗದಿಪಡಿಸಿದ ಕಾರ್ಯವನ್ನು ಸಮಯಕ್ಕೆ ಸರಿಯಾಗಿ ಮುಗಿಸುವಿಕೆ				
02	ಹೆಚ್ಚುವರಿ ಕೆಲಸವನ್ನು ವಹಿಸಿದಾಗ ಅದನ್ನು ಸರಿಯಾಗಿ ನಿರ್ವಹಿಸುವ ಬಗ್ಗೆ				
03	ಕೆಲಸದ ಅವಧಿಗಿಂತ ಹೆಚ್ಚುವರಿ ಅವಧಿಯಲ್ಲಿ ಕೆಲಸಮಾಡಬೇಕಾದಾಗ ತೋರುವ ಮನೋಭಾವನೆ				
04	ಹೊಸ ವಿಷಯಗಳನ್ನು ಕಲಿಯಲು ತೋರುವ ಆಸಕ್ತಿ				
05	ಕೆಲಸದಲ್ಲಿ ತೋರುವ ಒಪ್ಪ ಓರಣ				
06	ಹೆಚ್ಚಿನ ಜವಾಬ್ದಾರಿಯನ್ನು ಹೊರುವಲ್ಲಿ ತೋರುವ ಆಸಕ್ತಿ ಮತ್ತು ಸಾಮರ್ಥ್ಯ				
07	ಕರ್ತವ್ಯದಲ್ಲಿ ತೋರುವ ಕ್ಷಮತೆ				
08	ಕರ್ತವ್ಯದಲ್ಲಿ ತೋರುವ ಶಿಸ್ತು				
09	ಅಧ್ಯಾಪಕರು ಮತ್ತು ವಿದ್ಯಾರ್ಥಿಗಳೊಡನೆ ವ್ಯವಹರಿಸುವ ರೀತಿ ನೀತಿ				
10	ಇತರ ಸಿಬ್ಬಂದಿಗಳೊಡನೆ ವ್ಯವಹರಿಸುವ ರೀತಿ ನೀತಿ				
11	ವಿಧೇಯತೆ				
12	ಸಮಯಪಾಲನೆ				

ವಿಭಾಗ ಮುಖ್ಯಸ್ಥರು

ಪ್ರಾಂಶುಪಾಲರು

ಅಂಕಗಳು : ಅತ್ಯುತ್ತಮ 15
ಉತ್ತಮ 10
ಸಾಮಾನ್ಯ 5

ಶ್ರೇಯಾಂಕ : 140ಗಿಂತ ಹೆಚ್ಚು Excellent A +
121ರಿಂದ 140 A
101ರಿಂದ 120 B
81ರಿಂದ 100 C

Principal
Govinda Dasa College
Sundernagar 575014

7. Sample of filled self-appraisal form of teaching and non-teaching staff

Performance Appraisal Report 2020-21

Performance Appraisal Report 2020-21

For Self-Appraisal of Teachers:

A. General Information:

- (a) Name GANESHA ACHARYA B
- (b) Address (Residential) Door No. 1.190/E, "Aadeesha"
T A Board Road, Bellairu Village,
Bellairu Post, Haleyangadi, DK, 574146.
Ph. No. 9964024020
- (c) Designation Lecturer
- (d) Department Commerce and Business Administration
- (e) Date of Birth 19.01.1972
- (f) Area of Specialisation Banking

B. Academic Qualification:

Educational Qualifications	College/ University	Years of passing	Class (Aggregate)
M.Com	Mangalore University, Konaji	May 1994	First
M B A	Alagappa University, Karaikudi	December 2009	First
M.Phil.	Alagappa University, Karaikudi	September 2008	First
PGD in PM & IR	Alagappa University, Karaikudi	November 2009	First

C. Research Experience and Training:

Research Stage	Title of the Theses	University
Doctor of Philosophy in Commerce	"Skill Gap Analysis in Service Sector – A Study with Reference to Hospitality Industry in the Coastal Districts of Karnataka"	Mangalore
Trainings attended	(Online) List enclosed	

D. Research projects carried out during the year: NIL

E. Total Teaching Experience:

Date of entry into service: 01.07.1999

Total Experience: 23 years

F. Innovations/ Contributions in Teaching:

(a)	Design of Curriculum	To start teaching from basic concepts and then concentrating the complicated/ advanced problems.
(b)	Teaching Methods	Chalk and talk, PPT's, Case studies, Online classes, Assignments and Field work.
(c)	Laboratory Experiments	Guidance given to students for online classes to use new apps like Zoom, Classroom and Google meet.
(d)	Evaluation Method	Internal Assessment, Seminars, Assignments and Presentation
(e)	Preparation of Resource Materials	Study Materials prepared and circulated Past few years question papers were solved & circulated
(f)	Remedial Teaching/ Student Counselling	Most important questions given with solution to concentrate from exam point of view Past few years question papers were solved & circulated

F. Improvement of professional Competencies Details regarding Refreshers Courses/ Orientation attended, Participation in Seminars Workshops etc., M. Phil. or Ph.D. studies, Open University Work Certificate Courses etc.:

Completed M.Phil. in Commerce in the year September 2008 with First class from the Alagappa University, Karaikudi
Completed Doctor of Philosophy in Commerce from the Mangalore University in the year April 2022 with "Skill Gap Analysis in Service Sector – A Study with Reference to Hospitality Industry in the Coastal Districts of Karnataka"
Open University Work of Mangalore University – Setting of question papers and Central valuation
For rest - List enclosed

H. Result of Students in the subjects taught (in April 2021 and October 2021):

Class	Subjects	Total No. attended	Total No. Passes	% of Passes	Students passing in I Class		
					No.	Percentage in total Passes	
April 2021	II B.Com	Personal Inv. Mgt.	73	73	100%		
	I B.B.A.	Accounting	32	30	93.8%		
	III B.com	Financial Accounting	114	99	86.8%		
October 2021	III B.com	Financial Accounting	114	102	89.5%		
	I BBA	Accounting	PROMOTED				
	II B.com	Banking Practices	PROMOTED				

H. Extension Work/ Community Services: NIL

National Literacy Mission: NIL

Position held/ Leadership role played in organisations linked with extension work and NSS or NCC or any other similar activity: NIL

J. Participation in Corporate Life:

College/ University/ Institution:

- Actively participated in all college activities, starts from admission to taking responsibility assigned by the institution

Co-curricular activities:

- Co-ordinator of Banking Exam coaching classes
- Co-ordinator of Computerised Accounting Certificate Course
- Co-ordinator of ICT
- Co-ordinator of Vidyanidhi Bank - GDC

Enrichment of campus life: NIL

Students Welfare and Discipline:

- Class Teacher of II B.B.A

Participation in Bodies/ Committees:

- Member of NAAC Committee - Criterion 2 - Teaching-learning and Evaluation
- BOS of Yenepoya (Deemed to be University), Deralakatte (2020-2022)
- Executive body member of MUCTA
- Syllabus committee Member of Mangalore University BBA for Accounting and a resource person (list enclosed)

Professional Organisation of Teachers:

- Executive body member of MUCTA and FOBMAT

K. Membership of Professional Bodies, Societies. NIL

Editorship of Journals: NIL

L. Steps taken to Slow Learners:

- Remedial Classes
- Supply of simple study materials
- Circulating most frequently asked questions in the semester exam with answer
- Continuous monitoring their performances

M. Steps taken to motivate advance Learners:

- Supplying advanced study materials
- Clearing doubts
- Providing opportunity to enhance their leadership and communication skills
- Circulating most frequently asked questions in the semester exam with answer
- Continuous monitoring their performances

N. My Performance Rating:

i. **As a Teacher: Good**

ii. **As a Co-ordinator of Students programmes:**

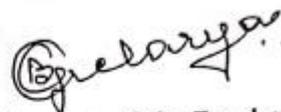
- Co-ordinator of Banking Exam coaching classes: Good
- Co-ordinator of Banking Exam coaching classes: Good
- Co-ordinator of Computerised Accounting Certificate Course: Good
- Co-ordinator of Vidyanidhi Bank – GDC: Good

iii. In Professional Development: Very Good

O. Suggestions for improving the quality of education in the College:

- Use of hi-tech system of teaching (College should provide the basic infrastructure)
- Providing industry interaction opportunity to students
- Concentrating on skill based teaching system.

P. Any other information: NIL



Signature of the Teacher

Verification of data certified that the report gives a true and fair view of teacher's performance and that the supporting documents are enclosed.

Head of the Department

Dean of Faculty

Observations by Principal regarding the role played by the teacher:

Strength of the Teacher: Mr. Ganesh Acharaya is good not only in teaching but also in taking students beyond the curriculum & conducting seminars, etc. Mr. Acharaya has a keen bent of mind towards research in the area of commerce and management.

Weakness of the Teacher:



Principal
Govinda Datta College
Surathkal - 575 014, D.K.

Performance Appraisal Report 2020-21

Performance Appraisal Report 2020-21

For Self Appraisal Of Teachers

A) General Information

- a) Name : Braatheethsha
 b) Address (Residential) : Flat No: 004 Ph. No.: 9964931266
 HMC ICON Tower
 SURATHKAL
 c) Designation : Lecturer
 d) Department : Commerce
 e) Date of Birth : 06/10/1991
 f) Area of Specialization : HR.

B) Academic Qualifications

Exam Passed	Board/University	Subjects	Year	Division/Grade/Merit etc.
High School	Karnataka	General	2007	First class
Higher Secondary or Pre-degree	Karnataka	General	2009	First class
Bachelor's Degree (S)	Mangalore	Commerce	2012	Distinction
Master's Degree (S)	Mangalore	H.Com	2014	Distinction
Research Degree (S)	Srinivas University			(Pursuing)
Other Diploma/Certificates etc.	KSET	(Mysore university)		

C) Research Experience & Training

Research Stage	Title of work/Theses	University where the work was carried out
Ph.D. (Pursuing)	Domestic waste Management	Srinivas university
Post-Doctoral		
Publications (give a list separately)	Literature review on Solid waste Management	Sambodhi Journal (March 2021)
Research Guidance (give names of students guided successfully)		
Training (please specify)	CLRD	BHRD

D) Research Projects carried out during the year

Title of the Project	Name of the funding Agency	Duration	Remarks
—	—	—	—

E) Total Teaching Experience:

a) Date of Entry into Service: 15-06-2014
b) Total Experience : 8 years

F) Innovations/Contributions in Teaching

a) Design of Curriculum

b) Teaching methods

Lecture, power point, journal
case study, online - teach
online Assignment

c) Laboratory experiments

d) Evaluation methods

Internal Assessment, Seminar
Presentation, Assignments to
Students

e) Preparation of resource material including books, reading materials, Laboratory manuals etc.

Research oriented books, Subject related
materials, commerce related Material

f) Remedial Teaching / Student Counseling (academic)

Choice given
weekly @ hour remedial teaching
slow learners & mentoring to the
g) Any Other (like guiding student projects) students.

G) Improvement of Professional Competencies Retains regarding Refreshes Courses
Orientation attended; Participation in Seminars; workshops etc.; M.Phil or Ph.D
Studies ; Open University Works ; Certificate Courses etc.

Yes, participated in Seminar, workshop
completed first doctoral committee
presentation at Serinva university

H) Results of students in the subjects taught by you (2020-21) (Two Semesters)

Class	Subject	Total No. attended	Total No. Passes	Percentage Of Passes	Students Passing in I Class	
					No.	% to total Passed
III B.com	Business Law	114	111	97.37%		
III B.com	FDP	08	08	100%		
I B.com	Financial Accounting	87	80	91.95%		
II B.com	Direct tax	73	72	98.63%		
III B.com	IEL	114	110	96.49%		
III B.com	FDP	08	08	100%		

I) Extension Work/Community Service

a) Please give a short account of your contribution to:

i) Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

organized various awareness programmes on Swachh Bharath, Covid-19.

ii) National Literacy Mission

b) Positions held/Leadership role played in organizations linked with Extension Work and National Service Scheme (NSS), or NCC or any other similar activity

co-ordinator of NSS of Redcross

J) Participation in Corporate Life:

Please give a short account of your contribution to :

a) College/University /Institution

b) Co-curricular Activities

co-ordinator of NSS, organized various
Societal Benefit programmes.

c) Enrichment of Campus Life (Hostels, sports, games, cultural activities)

conducted various competitions to NSI
volunteers

d) Students Welfare and Discipline

class teacher of I.B.com. & Mentor.

e) Membership/Participation in Bodies/Committees on Education and National
Development

member of MUETA

f) Professional Organization of Teachers.

member of MUETA

K) (a) Membership of Professional Bodies, Societies etc.

(b) Editorship of Journals

Member of MUETA

L) Steps taken by you to help slow learners

Remedial teaching, regular
interval class test, providing
repeated important questions

M) Steps taken by you to motivate advanced learners

Motivated them to participate
in extra-curricular activities, Seminars,
presentation of topics, Role play of
Marketing games

N) Rate your performance

i) as a teacher

Very Good Good Average Poor Very Poor

ii) as a co-ordinator of student programmes (mention the programme)

Very Good Good Average Poor Very Poor

NSS

iii) in professional development

Very Good Good Average Poor Very Poor

O) Suggestions for improving the quality of education in the college

up to date documentation
& providing updated technology
in teaching equipment

P) Any other information

(Signature of the Teacher)

Verification of Data Certified that the Report gives a True and Fair view of teacher's performance and that the supporting documents are enclosed

Head of the Department

Dean of faculty

Observations by Principal regarding the role played by the teacher

Strengths of the teacher: Pratiksha is good teacher and also in taking students beyond the curriculum by Conductive various activities. Pratiksha is a teacher known for inculcating the value of social service.

Weakness of the teacher

Principal
Govinda Dasa College
Surathkal - 575 014, D.K.

8) Performance based self-appraisal review report

Teaching Staff

Observation by Principal & HOD regarding the role played by the teacher Strengths of the teacher *good in teaching*

Weakness of the teacher

[Signature]
Principal
Govinda Dasa College
Surathkal - 575 014, D.K.

2020-21

Performance Appraisal of Teacher by the HOD & Principal

Name : Mr. Ramesha Bhat S. G

Designation : Professor

Department : Department of Kannada

Additional responsibilities undertaken during the year: **Student Welfare Officer**

Parameter	Excellent	Good	Average	Below Average
Weights	4	3	2	1

Performance Indicators	Excellent	Good	Average	Below Average
01 Exam Results	4			
02 Additional responsibility shouldered	4			
03 Working beyond working hours	4			
04 Participation in Seminars/workshops (including organizing seminars and presenting papers)	4			
05 Interest shown in learning new things	4			
06 Punctuality in reporting for duty	4			
07 Conformity to code of discipline	4			
08 Participation in/organizing of co-curricular & extra-curricular activities	4			
09 Use of innovation teaching methods (including use of audio-visual aids)	4			
10 Relation with colleagues & students	4			
11 Help to students (in counseling & guiding) (How & why)	4			
12 Grade points secured in teacher evaluation by students	4			
Total of Weights attributed	48			
Average Score out of 4	4			

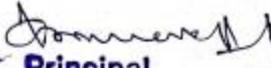
A +

[Signature]

Observation by Principal & HOD regarding the role played by the teacher Strengths of the teacher

good in teaching

Weakness of the teacher


Principal
Govinda Dasa College
Surathkal - 575 014, D.K.

Performance Appraisal of Teacher by the HOD & Principal

Name : Mr. Marcel Louis Mascarenhas

Designation : Professor

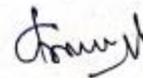
Department : Department of Hindi

Additional responsibilities undertaken during the year: Staff secretary

Parameter	Excellent	Good	Average	Below Average
Weights	4	3	2	1

Performance Indicators	Excellent	Good	Average	Below Average
01 Exam Results	4			
02 Additional responsibility shouldered	4			
03 Working beyond working hours	4			
04 Participation in Seminars/workshops (including organizing seminars and presenting papers)	4			
05 Interest shown in learning new things	4			
06 Punctuality in reporting for duty	4			
07 Conformity to code of discipline	4			
08 Participation in/organizing of co-curricular & extra-curricular activities	4			
09 Use of innovation teaching methods (including use of audio-visual aids)		3		
10 Relational with colleagues & students	4			
11 Help to students (in counseling & guiding) (How & why)	4			
12 Grade points secured in teacher evaluation by students	4			
Total of Weights attributed	47			
Average Score out of 4	3.9			

A+



Observation by Principal & HOD regarding the role played by the teacher Strengths of the teacher

Good in teaching

Weakness of the teacher


Principal
Govinda Dasa College
Surathkal - 575014, Kerala

Performance Appraisal of Teacher by the HOD & Principal

Name : Mr. Vageesha S

Designation : Assistant Professor

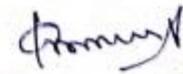
Department : Department of Sanskrit

Additional responsibilities undertaken during the year: Editor, Navya Digantha

Parameter	Excellent	Good	Average	Below Average
Weights	4	3	2	1

Performance Indicators		Excellent	Good	Average	Below Average
01	Exam Results	4			
02	Additional responsibility shouldered	4			
03	Working beyond working hours	4			
04	Participation in Seminars/workshops (including organizing seminars and presenting papers)	4			
05	Interest shown in learning new things	4			
06	Punctuality in reporting for duty	4			
07	Conformity to code of discipline	4			
08	Participation in/organizing of co-curricular & extra-curricular activities	4			
09	Use of innovation teaching methods(including use of audio-visual aids)		3		
10	Relational with colleagues & students	4			
11	Help to students(in counseling & guiding)(How & why)	4			
12	Grade points secured in teacher evaluation by students	4			
Total of Weights attributed		47			
Average Score out of 4		3.9			

A+



Non-Teaching Staff

2021-22

ಕ್ರಮ-೨-

Performance Appraisal of Non-teaching Staff by the Head of the Department and Principal

		Excellent	Good	Average	Below Average
1	ನಿಗದಿ ಪಡಿಸಿದ ಕಾರ್ಯವನ್ನು ಸಮಯಕ್ಕೆ ಸರಿಯಾಗಿ ಮುಗಿಸುವಿಕೆ	15			
2	ಹೆಚ್ಚುವರಿ ಕೆಲಸವನ್ನು ವಹಿಸಿದಾಗ ಅದನ್ನು ಸರಿಯಾಗಿ ನಿರ್ವಹಿಸುವ ಬಗ್ಗೆ	15			
3	ಕೆಲಸದ ಅವಧಿಗಿಂತ ಹೆಚ್ಚುವರಿ ಅವಧಿಯಲ್ಲಿ ಕೆಲಸ ಮಾಡಬೇಕಾದಾಗ ತೋರುವ ಮನೋಭಾವನೆ	15			
4	ಹೊಸ ವಿಷಯಗಳನ್ನು ಕರಿಯಲು ತೋರುವ ಆಸಕ್ತಿ	15			
5	ಕೆಲಸದಲ್ಲಿ ತೋರುವ ಒಪ್ಪ ಓರಣ	15			
6	ಹೆಚ್ಚಿನ ಜವಾಬ್ದಾರಿ ಹೊರುವಲ್ಲಿ ತೋರುವ ಆಸಕ್ತಿ ಮತ್ತು ಸಾಮರ್ಥ್ಯ	15			
7	ಕರ್ತವ್ಯದಲ್ಲಿ ತೋರುವ ಕ್ಷಮತೆ	15			
8	ಕರ್ತವ್ಯದಲ್ಲಿ ತೋರುವ ಶಿಸ್ತು	15			
9	ಅಧ್ಯಾಪಕರು ಮತ್ತು ವಿದ್ಯಾರ್ಥಿಗಳೊಡನೆ ವ್ಯವಹರಿಸುವ ರೀತಿ ನೀತಿ	15			
10	ಇತರ ಸಿಬ್ಬಂದಿಗಳೊಡನೆ ವ್ಯವಹರಿಸುವ ರೀತಿ ನೀತಿ	15			
11	ವಿಧೇಯತೆ	15			
12	ಸಮಯಪಾಲನೆ	15			

ವಿಭಾಗ ಮುಖ್ಯಸ್ಥರು

ಅಂಕಗಳು : ಅತ್ಯುತ್ತಮ 15 ಉತ್ತಮ

ಶ್ರೇಯಾಂಕ : 140ಕ್ಕಿಂತಹೆಚ್ಚು Excellent A+
121ರಿಂದ140 A
101ರಿಂದ120 B
81ರಿಂದ100 B

10

Principal
Govinda Dasa College
Surathkal - 575014, D.K.
ಸಾಮಾನ್ಯ 05

A+

2021-22

ವಿಂಕಪ್ಪ ಮುಲ್ಲು

Performance Appraisal of Non-teaching Staff by the Head of the Department and Principal

		Excellent	Good	Average	Below Average
1	ನಿಗದಿ ಪಡಿಸಿದ ಕಾರ್ಯವನ್ನು ಸಮಯಕ್ಕೆ ಸರಿಯಾಗಿ ಮುಗಿಸುವಿಕೆ	15	15		
2	ಹೆಚ್ಚುವರಿ ಕೆಲಸವನ್ನು ವಹಿಸಿದಾಗ ಅದನ್ನು ಸರಿಯಾಗಿ ನಿರ್ವಹಿಸುವ ಬಗ್ಗೆ	15			
3	ಕೆಲಸದ ಅವಧಿಗಿಂತ ಹೆಚ್ಚುವರಿ ಅವಧಿಯಲ್ಲಿ ಕೆಲಸ ಮಾಡಬೇಕಾದಾಗ ತೋರುವ ಮನೋಭಾವನೆ	15			
4	ಹೊಸ ವಿಷಯಗಳನ್ನು ಕರಿಯಲು ತೋರುವ ಅಸಕ್ತಿ		10		
5	ಕೆಲಸದಲ್ಲಿ ತೋರುವ ಒಪ್ಪ ಓರಣ	15			
6	ಹೆಚ್ಚಿನ ಜವಾಬ್ದಾರಿ ಕೊಡುವಲ್ಲಿ ತೋರುವ ಅಸಕ್ತಿ ಮತ್ತು ಸಾಮರ್ಥ್ಯ	15			
7	ಕರ್ತವ್ಯದಲ್ಲಿ ತೋರುವ ಕ್ಷಮತೆ	15			
8	ಕರ್ತವ್ಯದಲ್ಲಿ ತೋರುವ ಶಿಸ್ತು	15			
9	ಅಧ್ಯಾಪಕರು ಮತ್ತು ವಿದ್ಯಾರ್ಥಿಗಳೊಡನೆ ದೃಢಹರಿಸುವ ರೀತಿ ನೀತಿ	15			
10	ಇತರ ಸಿಬ್ಬಂದಿಗಳೊಡನೆ ದೃಢಹರಿಸುವ ರೀತಿ ನೀತಿ	15			
11	ವಿಧೇಯತೆ	15			
12	ಸಮಯಪಾಲನೆ	15			

ವಿಭಾಗ ಮುಖ್ಯಸ್ಥರು

ಅಂಕಗಳು : ಅತ್ಯುತ್ತಮ 15 ಉತ್ತಮ

ಶ್ರೇಯಾಂಕ : 140ಕ್ಕಿಂತಹೆಚ್ಚು Excellent A+
121ರಿಂದ140 A
101ರಿಂದ120 B
81ರಿಂದ100 B

10

ಸಾಮಾನ್ಯ 05

Govind Dasappa
Principal

Govinda Dasa College
Surathkal-575014, D.K.

A+

**Performance appraisal of Teachers by the HOD and
Principal**

Efficiency Chart

2020-2021

SL.No	U.G.C STAFF MEMBERS	Department	Self Appraisal Grade
1	Sri. P.Krishnamoorthy. (Principal)	Kannada	A
2	Sri Ramesh Bhat. S. G.	Kannada	A
3	Sri. Neelappa. V	Chemistry	A
4	Sri Vaman Kamath	Mathematics	A
5	Sri Marcel Louis Mascarenhas,	Hindi	A
6	Mr.B.Y.Kumar	History	B ⁺
6	Sri Harisha Acharya.	Economics	A
7	Sri Vageesha. S	Sanskrit	A
MANAGEMENT STAFF MEMBERS (UG)			
8	Smt Geetha. K.	Computer Science	A
9	Smt Shailaja.H	Computer Science	A
10	Sri Ganesh Acharya B	Commerce	A ⁺
11	Smt Daya M. Suvarna	Economics	A
12	Smt Sudha.U	Political Science	A ⁺
13	Smt. Veena. K	Computer Science	A
14	Smt Babitha Naveenchandra	Computer Science	A
15	Smt Deepa	Kannada	A
16	Miss Sridevi	Commerce	A
17	Smt Vidya .C.Patil	Computer Science	A
18	Smt. Sajitha K. Nair	Mathematics	A

19	Miss Punitha. R	Commerce	A
20	Smt. Shilparani. K	Commerce	A ⁺
21	Smt. Pratheeksha	Commerce	A ⁺
22	Ms.Ashalatha	Political Science	B
23	Smt. Savithri	Library	A
24	Smt. Shobha Kumari	Physics	A
25	Smt. Rashmi Kayarmar (Part-time)	History	A
26	Ms. Poornima Gokhale	Computer Science	A
27	Mrs. Ravikala	Commerce	B ⁺
28	Ms. Jyothi Kamath	Hindi	A
29	Ms. Adithi	Chemistry	A
30	Ms. Archana	Physics	B ⁺
31	Mrs. Akshatha V	Kannada	A
32	Mrs. Sharmitha U	English	A
33	Sri Ashwin M (Part Time)	Sanskrit	B ⁺
34	Ms.Sandhya	Commerce	B
35	Mr.OmPrakash	English	A
36	Sri. Harish Kumar	Physical Director	C
37	Mr.Manjappa Dyamappa Goni	Journalism	B

MANAGEMENT STAFF MEMBERS (PG)

36	Mr. Sajan M	PG of Commerce	A ⁺
37	Smt. Harsha Rani	PG of Commerce	A
38	Smt. Bharathi	PG of Commerce	A
39	Dr. Sharatha Kumar	PG of Chemistry	A ⁺
40	Dr. Karthika J. S.	PG of Chemistry	A
41	Dr. Namratha B	PG of Chemistry	A
42	Smt. Pooja	PG of Chemistry	A

Prof. P. Krishnamoorthy

Principal
Principal
Govinda Dasa College
Surathkal - 575014, D.K.

Outcome Indicators

Score	Grade	Scale/Outcome	Descriptor
9.1-10.0	A+	Outstanding	Performance is exemplary
7.1-9.0	A	Very Good	Performance is proficient
5.1-7.0	B+	Good	Performance is developing
4.0-5.0	B	Satisfactory	Performance calls for concern
Below 4.0	C	Unsatisfactory	Performance is unacceptable

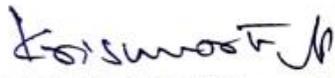

Prof. P. Krishnamoorthy

Principal
Principal
Govinda Dasa College
Surathkal - 575014, D.K.

Performance appraisal of Teachers by the HOD and Principal**Efficiency Chart****2020-21**

Sl.No	Name	Department	Self Appraisal Grade
PERMANENT STAFF MEMBERS			
1	Sri Venkappa Moolya	FDC	B ⁺
2	Sri K. Basava	Support Staff	B ⁺
MANAGEMENT STAFF MEMBERS			
3	Sri I.G.Sathish Bhat	FDC	B ⁺
4	Smt Sonia	FDC	A ⁺
5	Sri Chandrashekar	FDC	A
6	Smt Shamitha U	FDC	A ⁺
7	Sri Shailaraj	SDC	A
8	Smt Anitha H.V.	Administration	A
9	Smt. Premalatha	SDC	B ⁺
10	Smt. Shruthi. I	SDC	A ⁺
11	Smt. Ashwini (N)	SDC	B ⁺
12	Sri Raghuram	Support Staff	B
13	Sri Shailesh Devadiga	Support Staff	B
14	Smt Ashwini	Support Staff	A ⁺
15	Sri Shivananda	Support Staff	A
16	Smt. Veena	Support Staff	C
17	Mrs. Suman	Support Staff	A
18	Sri. Rajesh (Security)	Security	A

Outcome Indicators			
Score	Grade	Scale/Outcome	Descriptor
9.1-10.0	A+	Outstanding	Performance is exemplary
7.1-9.0	A	Very Good	Performance is proficient
5.1-7.0	B+	Good	Performance is developing
4.0-5.0	B	Satisfactory	Performance calls for concern
Below 4.0	C	Unsatisfactory	Performance is unacceptable


 Prof. P. Krishnamoorthy

Principal
 Principal
 Govinda Dasa College
 Surathkal - 575014, D.K.