



Working Protocol Policy

A Working Protocol Policy for employees outlines the expectations, procedures, and guidelines that employees should follow to maintain a productive and harmonious work environment. Below is an outline of key elements included in this policy:

Scope:

This policy is applicable to staff members of all the educational institutions running under Atmiya Group of Institutions managed by Sarvodaya Kelavani Samaj viz. Atmiya University, Shri M. & N. Virani Science College (GIA), Shree Atmiya Shishu Vidyamandir, Shri Sarveshwar Vidyamandir, Shri H. L. Gandhi Vidyavihar School (GIA).

Working Days:

Working days in a week for all the staff members of all the institutions will be 6 days from Monday to Saturday.

Working Hours:

Working Hours for teaching and non-teaching staff members of various institutions including break times are as under which may change for certain cases based on the job role and requirement:

S.N.	Name of the Institute	Working Hours	Tea Break	Lunch Break
1	Atmiya University	8 Hours	30 Minutes	40 Minutes
2	Shri M. & N. Virani Science College (GIA)	8 Hours*	15 Minutes	45 Minutes
3	Shree Atmiya Shishu Vidyamandir	7 Hours	20 Minutes	-
4	Shri Sarveshwar Vidyamandir	7 Hours	20 Minutes	-
5	Shri H. L. Gandhi Vidyavihar School (GIA)	7 Hours	20 Minutes	-

* for GIA teachers the timings are 6 hrs compulsory + 2 hrs based on the teaching load

Leaves:

All the staff members are given 12 CL, 2 Optional Holidays and 5 Medical leaves during a calendar year. At the end of the year, the balanced medical leaves will be carried forward. There are certain special types of leaves which a staff members can avail based on the requirements. For that the staff members should follow the guidelines given in the leave rules. All the leaves shall be placed in Atmiya e-portal's leave management portal for the effective management of all the leaves.





Attendance:

Attendance recording for all the staff members shall be done through biometric system. Every staff member shall mark their reporting through in-punch and departing through out-punch as per the specified time. The biometric system will provide perfect duty timings and attendance on monthly basis and as and when required.

Late Reporting / Early Departure:

A relaxation of 30 minutes per month will be given to all the staff members for late reporting and early departure. Beyond this limit a 0.5 leave will be deducted from the leave account of the staff members.

Leaving the Campus during duty hours:

In case staff members has some official work and wish to leave the campus then he/she should take the permission from the competent authority and then can leave the campus. In this case the punch out should be done by the staff members. Reporting back from the official duty, the staff member should also do the punch in.

Dress Code:

All the staff members shall follow the prescribed dress code of the institutions.

Identity Card:

All the staff members shall wear the identity card during the duty hours and also outside the campus while on the official assignment.

Internal Transfer and Change of Assignment:

Any of the staff members can be transferred internally from one department to another department or from one institution to another institution managed by the trust as per the need and for the smooth functioning of academic and administrative processes. Higher authority / Management can also change the assignment given to the staff members based on the performance and need.

Outside Employment / Personal Business:

Any of the staff members cannot take other assignment, employment or personal business other than working for the institutions.

Responsibility:

The responsibility of all the staff members is to follow all the rules and regulations given in this policy and also as given by the higher authority/management on time to time basis. Any breach of the rules would be viewed seriously and would lead to disciplinary actions.





SARVODAY KELAVANI SAMAJ

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Periodic Review and Evaluation:

Establishment of mechanisms for periodic review, assessment, and evaluation of e-governance initiatives to measure their impact and effectiveness. It is to be annually updated to stay in line with emerging technologies and evolving educational needs. However under extraordinary circumstances, the managing trust can amend the policy as in response to specific needs or demands.




Secretary
Sarvoday Kelavani Samaj
RAJKOT.