

N.J.S.A. GOVERNMENT COLLEGE, KAPURTHALA

Infrastructural facilities for College Staff

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1. COLLEGE CANTEEN



2. WATER SUPPLY



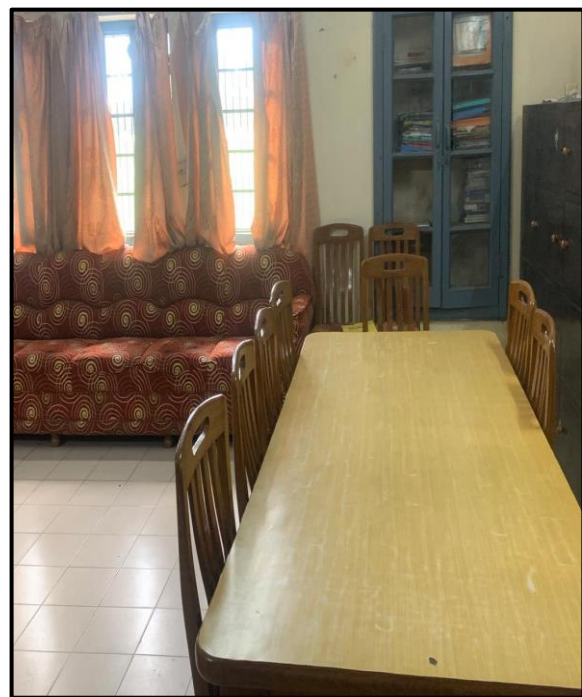
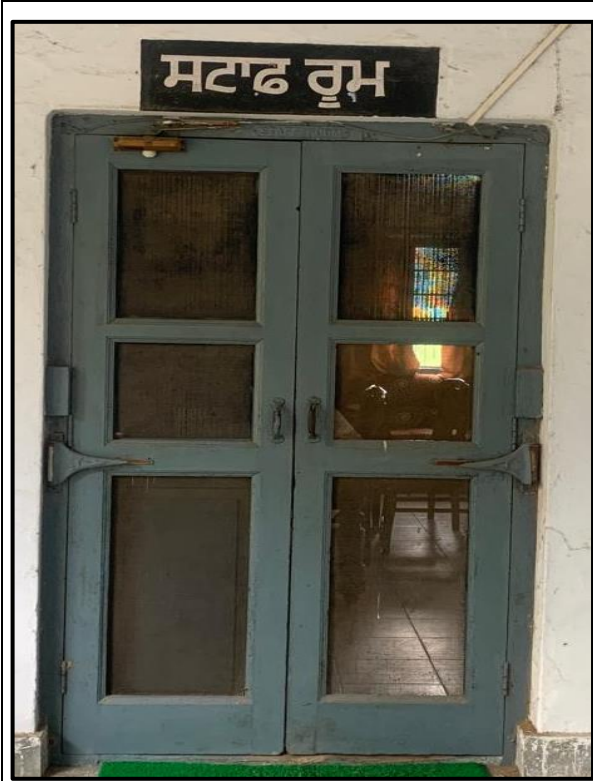
3. LIBRARY



4. GYMNASIUM



5. STAFFROOM



6. PARKING AREA



7. FREE WI-FI


Office Principal N.J.S.A. Govt. College, Kapurthala

Email: gckapurthala@gmail.com

Website: www.gckpt.com

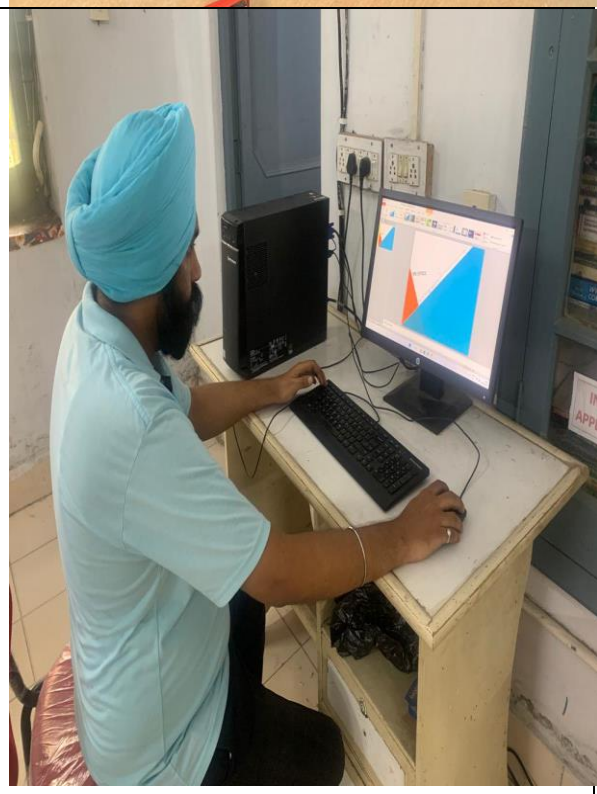
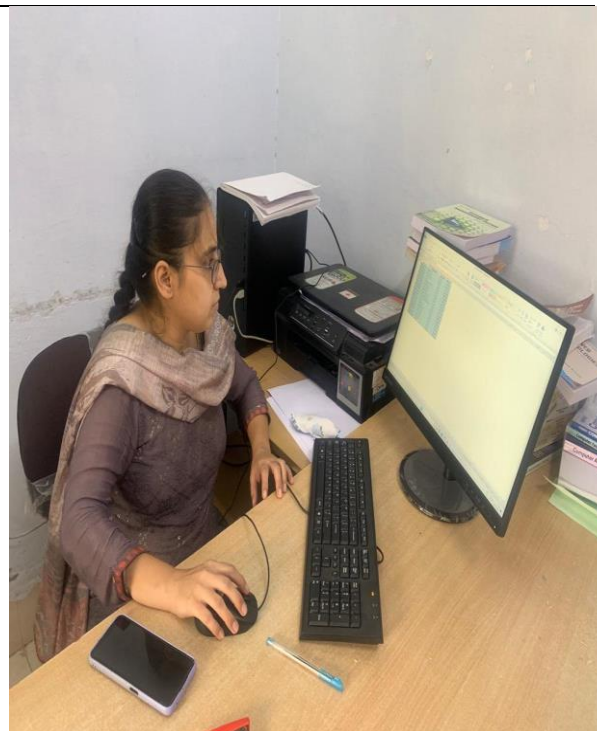
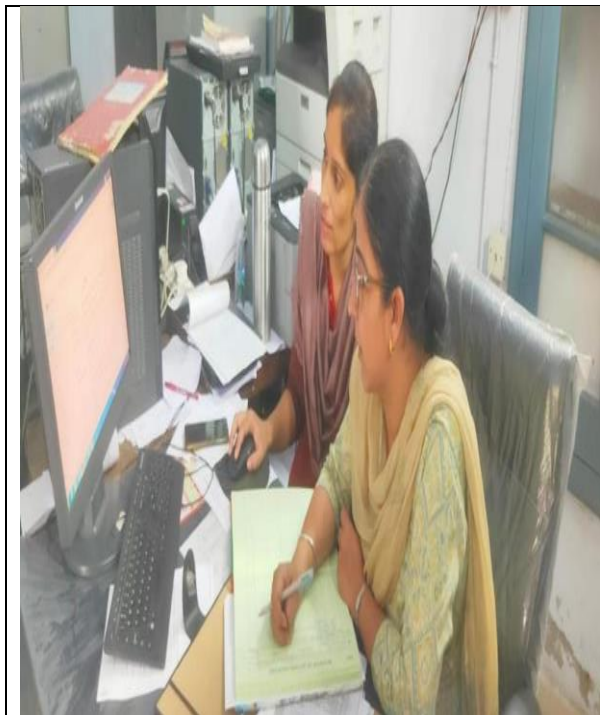
This is to certify that following Wi-Fi Routers are installed in the institution:-

Sr. No.	Department	Wi-Fi Router Name	Password
1	Computer Science	Computer Lab	Computerlab@2023
2	Administration Office	---gc---	---233581---
3	Punjabi and NCC	U Block	punhis1856
4	Geography	UB1	gleam@2020
5	Seminar Room	UB2	gleam@2023
6	English	English	chemlish_1234
7	Physics and Biology	Science	phybio1962
8	Chemistry	Chemistry (TP-Link_2B02)	66167242
9	Commerce Wing	Commerce	comath#856
10	Principal Office	Principal Office	Principal@2021


 Principal
 N.J.S.A. Govt. College
 Kapurthala



8. COMPUTER FACILITIES



9. GROUNDS



10. SPECIAL LEAVES TO REGULAR AND NON-TEACHING STAFF



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110002

No. F.1-6/2012(PS)

Dated: 7th June 2013

The Registrar

All Universities and Institutions deemed to be Universities
(excluding Agricultural, Engineering and Medical Universities)

Sub: Grant of study leave to University and College teachers – revision of Guidelines for determination of admissibility of pay and allowances

Sir/Madam,

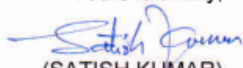
I am directed to invite your attention to this office letter no. F.1-72 / 89(CPP) dated 5th August, 1991 containing UGC guidelines with regard to determination of admissibility of pay and allowances in respect of University and College teachers.

2. University Grants Commission, in its meeting held on 10/5/2013, has approved revision of the above-mentioned extant guidelines and has laid down the revised guidelines for determining admissibility of pay and allowances for the purpose of granting study leave to a teacher who is expected to receive scholarship / fellowship or any other kind of financial assistance, as annexed to this communication, in supersession of any other guidelines in this regard.

3. These guidelines will come into force with immediate effect.

4. These Guidelines may also be brought to the notice of all affiliated/constituent Colleges under your jurisdiction.

Yours faithfully,


 (SATISH KUMAR)
 UNDER SECRETARY

Encl: a a



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110002

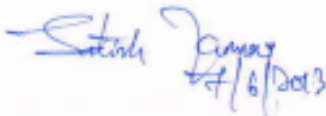
REVISED GUIDELINES FOR GRANT OF STUDY LEAVE

The scheme of Study Leave provides an opportunity to avail of scholarships / fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (*by whatever nomenclature used*) for pursuing further studies leading to Ph. D / Post doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/ fellowship shall not be linked to the recipient's pay / salary paid to her / him by his / her parent institution. The awardee shall be paid salary for the entire duration of fellowship/ scholarship, provided of course s/he does not take up any other remunerative jobs like teaching, in the host country.

2. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. S/he may however be allowed to accept a fellowship or a research scholarship or an *ad hoc* teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Executive Council / Syndicate of his / her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by his / her employer.
3. Study leave may be granted to entry-level appointees as Assistant Professor / Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S (other than an Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his / her work in the University/College/Institution or to make a special study of the various aspects of university organization and methods of education giving full plan of work.
4. Study Leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
5. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.
6. Study leave may be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of study leave admissible during the entire service exceed five years.


7/6/2013

7. Study leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of Study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
8. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate. In the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the Course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.
9. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay-leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.
10. The period of study leave shall count as service for the purposes of retirement benefits (pension / contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve for the period for which the Bond has been executed.
11. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
12. A teacher availing herself / himself of study leave, shall undertake that s/he shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
13. A teacher-
- who is unable to complete his / her studies within the period of study leave granted to him / her, or
 - who fails to rejoin the service of the University on the expiry of his / her study leave, or
 - who rejoins the service of the University but leaves the service without completing the **prescribed period of service** after rejoining the service, or
 - who within the said period is dismissed or removed from the service by the University


7/6/2013

shall be liable to refund to the University/College/Institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

EXPLANATION:

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, s/he shall be deemed to have failed to rejoin the service on the expiry of her/his leave for the purpose of recovery of dues under these guidelines.

Notwithstanding the above, the Executive Council/Syndicate may order that nothing in these guidelines shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these guidelines.

14. After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/ herself for the due fulfilment of the conditions laid down in para 11 above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institution in accordance with para 11 above.

15. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/ her studies from his / her supervisor or the Head of the institution. This report shall reach the Registrar/Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

16. The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/ monograph/academic paper produced during the period of study leave shall be put in the public domain, preferably on the website of the University/College/Institution.

17. With a view to enhancing knowledge and skills of faculty members, especially junior faculty, at the rank of Assistant Professor, the Heads of Universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting academic standards of Universities/Colleges/Institutions in the long run.

Sudesh Kumar
4/6/2013

11. Exposure of Teaching Staff in Youth Festivals

Duty List (Punjabi Version)

ਦਫਤਰ ਪ੍ਰਿੰਸੀਪਲ ਨ.ਜ.ਸ.ਅ.ਸਰਕਾਰੀ ਕਾਲਜ, ਕਪੂਰਥਲਾ

ਨੋਟਿਸ

ਨੰਬਰ:- 1614 ਮਿਤੀ:- 09/10/2021

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ ਵਲੋਂ 29 ਅਕਤੂਬਰ ਤੋਂ 01 ਨਵੰਬਰ 2021 ਤੱਕ ਕਰਵਾਏ ਜਾਣ ਵਾਲੇ ਯੂਥ ਫੈਸਟੀਵਲ ਵਾਸਤੇ ਟੀਮਾਂ ਦੀ ਤਿਆਰੀ ਕਰਵਾਉਣ ਲਈ ਮਿਤੀ 01.10.2021 ਨੂੰ Team ਇੰਚਾਰਜ ਦੀ ਡਿਊਟੀ ਲਗਾਈ ਗਈ ਸੀ। ਇੰਚਾਰਜ ਸਾਹਿਬਾਨ ਦੇ ਸਹਿਯੋਗ ਲਈ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਗੈਸਟ ਫੈਕਲਟੀ ਲੈਕਚਰਾਰ ਦੀ ਡਿਊਟੀ ਲਗਾਈ ਜਾਂਦੀ ਹੈ, ਤਾਂ ਜੋ ਟੀਮਾਂ ਦੀ ਤਿਆਰੀ ਸਚਾਰੂ ਢੰਗ ਨਾਲ ਹੋ ਸਕੇ। ਸਾਰੇ ਗੈਸਟ ਫੈਕਲਟੀ ਆਪਣੇ ਟੀਮ ਇੰਚਾਰਜ ਨੂੰ ਰਿਪੋਰਟ ਕਰਨ।

Sr.No	Items	Incharg	Team Member	
1.	Fine Arts & Home Science	Poster Making	Smt Sneh Sharma	Madam Rekha Rani Madam Mamta Madam Gurvinder Kaur
		On the spot painting		
		Cartooning		
		Collage		
		Photography		
		Clay Modelling		
		Insta lation		
		Rangoli		
2.	Theatre Items	Skit	Smt Rashmi Virk & Sh Ranjit Kumar	Madam Anita Manocha Sh. Kulwinder Kumar
		Play		
		Mime		
		Fancy Dress		
		Mimicary		
3.	Quiz	Dr. Meena Sethi	Madam Suman & Madam Sonia	
4.	Literary Items	Debate	Dr. Jasmeet Sethi	Madam Harsimran Kaur, Madam Harpaljit Kaur & Madam Vasundra
		Elocution		
5.	Poetical Symposium	Sh. Happy Kumar	Madam Daljit	
6.	Dance	Gidha	Prof. Anita Sagar	Madam Parminder Kaur, Madam Bhupinder Kaur & Madam Neelakshi
		Bhangra		
		Folk Dance		
7.	Music(I & V)	Dr. Monika Khanna	Madam Jaspreet Kaur, Madam Joyti & Madam Bimla.	


 ਪ੍ਰਿੰਸੀਪਲ
 ਨ.ਜ.ਸ.ਅ.ਸਰਕਾਰੀ ਕਾਲਜ,
 ਕਪੂਰਥਲਾ
 09/10/2021

Duty List (English Version)

Office Principal N.J.S.A. Government College, Kapurthala

Notice

Number - 1614

Date-09/10/2021

The duty of Team Incharge was assigned on 01.10.2011 to prepare the teams for the Youth Festival to be conducted by Guru Nanak Dev University, Amritsar from 29 October to 11 November 2021. For the position of the in-charges, the duty of the Guest Faculty lecturer is assigned as follows so that the preparation of the teams can be done smoothly. All Guest Faculty should report to their team in-charge.

Sr.no		Items	Incharge	Team Members
1	Fine Arts & Home Science	Poster Making On the spot painting Cartooning Collage Photography Clay modelling Installation Rangoli Phulkari	Smt. Sneh Sharma	Madam Rekha, Madam Mamta Madam Gurwinder Kaur
2	Theatre Items	Skit, Play, Mime, Mimicry	Smt. Rashmi Virk and Shri Ranjit Kumar	Madam Anita Manocha Shri Kulwinder Kumar
3	Quiz		Dr. Meena Sethi	Madam Suman & Madam Sonia
4	Literary items	Debate, Elocution	Dr. Jasmeet Sethi	Madam Harsimra Madam Harpaljit Kaur Madam Vasundhra
5	Poetical symposium		Sh. Happy Kumar	Madam Daljit
6	Dance	Gidha, Bhangra, Folk Dance	Prof. Anita Sagar	Madam Parminder Kaur Madam Bhpinder Kaur Madam Neelakshi
7	Music (I&V)		Dr. Monika Khanna	Madam Jaspreet Madam Jyoti and Madam Bimla

Note: This translated document is a true copy of its Punjabi version.

J. Kaur
Principal
N.J.S.A. Govt. College
Kapurthala

12. Employment Generation and Training Office, job opportunities are conveyed to teaching and non-teaching staff through Whatsapp group.