



GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS

Approved by AICTE, New Delhi, Ministry of HRD, Govt. of India :: Affiliated to Jharkhand University of Technology, Ranchi

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 - a. Academic Leave (A.L.)



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Performance Appraisal System

360-degree self-appraisal system




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Teaching Staff Performance Appraisal Form

GGSESTC

Name of faculty

Designation

Branch:

Session

Appraisal Report - 2024#

SN	Criteria	Marks/Weightage	Self	HoD	Director
1	Teaching performance 16 hr per week load (Th- 1=1 P 2= 1)	20 for 16 hr/week			
2	Student satisfaction (Feedback)/ Innovative teaching	05			
3	Research paper/ book /Patent	05			
4	Research Consultancy/ Testing/ Revenue generation/ Exam centre	05			
5	Performance in FDP/Conference	05			
6	Assistance in mobilization of students	20 (10 for first year 05 for 2 nd year each)			
7	Assistance in Training & placement of students	10 (05 for arranging one campus placement & 2.5 for arranging internships or free training of students)			
8	Laboratory development/University work/Society work/ Art & culture	05			
9	Punctuality, Dress code , soft skills & Discipline	05 (office report) 1marks each			
10	NAAC & NBA work	10 (one criteria handling 05 marks)			
11	Other administrative work assigned viz., Hostel warden, AICTE, Admission, University, exam, HoD, Dean ship, Coordinator ships Computer centre etc.	10			

***more than 75 outstanding; ** up to 75 Very good *Up to 65 Good

#Form must be filled carefully, sincerely & with justification by all stake -holders

Faculty

HoD

Director/Principal



[Signature]
DIRECTOR
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Guidelines for Teaching Staff Performance Appraisal Form

This guide explains the key categories used in the Teaching Staff Performance Appraisal Form. Reviewing these explanations will help you better understand the areas being evaluated and prepare you to compile the necessary information for your appraisal.

1. Teaching Performance (20 for 16 hrs Marks/Week)

- Effectiveness in Delivering Course Material:
 - Clarity and organization of lectures and presentations.
 - Ability to engage students and promote active learning.
 - Use of appropriate teaching methods and technologies.
- Assessment and Evaluation Strategies:
 - Effectiveness of assignments, quizzes, and exams in measuring student learning outcomes.
 - Timeliness and fairness in providing feedback to students.
 - Use of innovative assessment methods (e.g., peer review)
- Student Engagement and Support:
 - Ability to create a positive and inclusive learning environment.
 - Availability for students outside of class time (office hours, online interaction).
 - Willingness to provide academic support and guidance.
 - Use of technology to enhance student learning and engagement (e.g., online learning platforms)

2. Student Satisfaction (Feedback)/Innovative Teaching (5 Marks)

- Course Evaluations: Consideration will be given to student feedback regarding your teaching effectiveness and innovative approaches.
- Innovative Teaching Methods: Incorporation of creative and engaging teaching methods that go beyond traditional lectures. These could include interactive activities, technology integration, project-based learning, flipped classrooms, or gamification.

3. Research Paper/Book/Patent (5 Marks)

- Publication of scholarly work demonstrating your ongoing research contributions to your field.
- Quality and impact of the published work will be considered.
- Authorship or co-authorship will be factored in.

4. Research Consultancy/Testing/Revenue Generation/Exam Centre (5 Marks)

- Involvement in research consultancy projects that contribute to the college's research profile and potentially generate revenue.
- Participation in external testing or examination activities (if applicable).
- Serving as an exam center coordinator (if applicable).

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5. Performance in FDP/Conference (5 Marks)

- Active participation in Faculty Development Programs (FDPs) or conferences related to your teaching and research areas.
- Presentations at conferences or workshops that showcase your expertise.
- Completion of online courses or professional development activities.

6. Assistance in Mobilization of Students (20 Marks)

- First Year Student Mobilization (10 Marks):
 - Efforts to attract new students to your program, particularly in the first year.
 - Participation in outreach programs and student recruitment activities.
 - Development of effective marketing materials for your program.
- Second Year Student Mobilization (5 Marks):
 - Retention of existing students in your program for the second year.
 - Providing support and guidance to second-year students through mentoring or advising programs.

7. Assistance in Training & Placement of Students (10 Marks)

- Campus Placements (5 Marks):
 - Organizing campus placement drives for your students.
 - Facilitating connections between students and potential employers.
 - Providing career counseling and resume writing workshops for students.
- Internships and Free Training (2.5 Marks):
 - Arranging internship opportunities for your students.
 - Connecting students with free training programs relevant to their field.
 - Liaising with industry partners to create internship or training opportunities.

8. Laboratory Development/University Work/Society Work/Art & Culture (5 Marks)

- Laboratory Development (for applicable faculty):
 - Contributions to the development and maintenance of teaching or research laboratories.
 - Efforts to acquire new equipment or resources for the laboratory.
 - Writing grant proposals to secure funding for laboratory development.
- University Work/Society Work/Art & Culture:
 - Participation in university committees or initiatives that contribute to the academic development of the institution.
 - Involvement in professional societies or community organizations that enhance your expertise and professional standing.
 - Contributions to college activities related to art and culture (if applicable), such as organizing workshops, exhibitions, or performances.



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9. Punctuality, Dress Code, Soft Skills & Discipline (5 Marks)

- Punctuality:
 - Consistent adherence to attendance and time management expectations.
- Dress Code:
 - Maintaining a professional appearance in accordance with college guidelines.
- Soft Skills:
 - Effective communication skills with colleagues, students, and administration.
 - Ability to work collaboratively and contribute positively to the college environment.
 - Problem-solving skills and ability to adapt to changing situations.
 - Leadership skills
- Discipline:
 - Maintaining a professional and respectful demeanor.
 - Upholding college policies and regulations.

10. NAAC & NBA Work (10 Marks - One Criteria Handling 5 Marks)

- Participation in activities related to National Assessment and Accreditation Council (NAAC) or National Board of Accreditation (NBA) processes.
- Contribution to initiatives that improve the college's quality standards and accreditation goals.

11. Other Administrative Work Assigned (10 Marks)

- Fulfilling additional administrative roles assigned by the college, such as:
 - Hostel Warden
 - AICTE Coordinator
 - Admission Committee Member
 - University Representative
 - Exam Committee Member
 - Head of Department
 - Dean
 - Coordinator of various

***more than 75 outstanding;

** Up to 75 Very good

*Up to 65 Good



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Non-Teaching Staff Performance Appraisal Form

GGSESTC

Non-Teaching Staff Appraisal Report- 2024

Part 1: Staff Information

- Name:
- Designation: (Laboratory Assistant / Office Staff):
- Department:

Part 2: Performance Evaluation

- Instructions: Please rate your agreement with the following statements using a scale of 1 (Strongly Disagree) to 5 (Strongly Agree).

Category	Statement	Staff Rating (1-5)	Department Head/ Supervisor Rating (1-5)
Professional Conduct	I maintain a professional appearance in accordance with the college dress code.		
	I am punctual and arrive at work on time consistently.		
	I demonstrate strong interpersonal and communication skills when interacting with colleagues, students, and the public (if applicable).		
	I adhere to college policies and procedures and maintain a positive and disciplined work ethic.		
Job Knowledge & Skills	I understand the tasks assigned to me.		
	I possess the necessary skills to perform my duties effectively.		
Work Performance	I consistently meet deadlines and complete tasks accurately.		
	I manage my time effectively and prioritize tasks well.		
	I am able to solve problems independently or seek help appropriately.		
	I work well as part of a team and collaborate with colleagues.		

Overall Rating: (To be filled by Department Head/ Supervisor)

- Excellent
- Good
- Satisfactory
- Needs Improvement

Remarks (if any):

Staff Signature



Evaluating Authority Signature


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Guidelines for Non-Teaching Staff Performance Appraisal Form

This guide explains the key categories used in the Non-Teaching Staff Performance Appraisal Form. Reviewing these explanations will help you better understand the areas being evaluated and prepare you to complete the form accurately.

1. Professional Conduct

- Professional Appearance:
 - Maintains cleanliness and neatness in personal presentation.
 - Adheres to any established college dress code guidelines.
- Punctuality & Attendance:
 - Arrives at work on time consistently.
 - Minimizes absenteeism and informs supervisor promptly in case of any unavoidable absence.
- Interpersonal & Communication Skills:
 - Communicates effectively with colleagues, students, and the public (if applicable) using clear and professional language.
 - Demonstrates active listening skills and shows respect for diverse viewpoints.
 - Contributes positively to a collaborative work environment.
- Compliance & Work Ethic:
 - Understands and adheres to college policies and procedures.
 - Maintains a positive attitude and demonstrates a strong commitment to assigned work.
 - Acts responsibly and maintains a disciplined approach to work.

2. Job Knowledge & Skills

- Task Understanding:
 - Demonstrates a clear understanding of assigned job duties and responsibilities.
 - Stays updated on relevant procedures and protocols for your specific role.
- Skillset Adequacy:
 - Possesses the necessary skills to perform assigned tasks effectively.
 - Utilizes skills and knowledge to achieve desired outcomes.
 - Continuously strives to improve and develop new skills relevant to your position.

3. Work Performance

- Meeting Deadlines & Accuracy:
 - Consistently delivers work on time and meets established deadlines.
 - Completes tasks to the required standard with a high degree of accuracy.
 - Maintains a high level of attention to detail in your work.
- Time Management & Prioritization:
 - Demonstrates effective time management skills, prioritizing tasks efficiently.
 - Organizes workload effectively to ensure timely completion of all responsibilities.
 - Adapts well to changing priorities and manages time effectively under pressure.
- Problem-Solving & Initiative:
 - Demonstrates the ability to identify and solve problems independently.
 - Takes initiative to find solutions and troubleshoot challenges faced in your work.
 - Seeks guidance appropriately when needed for complex issues.





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- Teamwork & Collaboration:
 - Works effectively as part of a team and collaborates positively with colleagues.
 - Contributes actively to team projects and meetings.
 - Provides and receives constructive feedback within the team environment.

Additional Points for Consideration:

For Laboratory Assistants:

- Lab Maintenance & Upkeep:
 - Maintains a clean, organized, and safe laboratory environment.
 - Follows established protocols for laboratory equipment usage and maintenance.
- Preparation of Lab Materials:
 - Prepares lab materials accurately and efficiently according to instructions.
 - Maintains inventory of lab supplies and anticipates needs for upcoming experiments.
- Assisting Faculty & Students:
 - Provides effective technical support to faculty and students in the laboratory setting.
 - Demonstrates patience and clear communication skills when assisting students.

For Office Staff:

- Document Management & Record Keeping:
 - Maintains accurate and organized records and documents in accordance with college policies.
 - Utilizes technology effectively to manage and store digital documents.
- Data Entry & Reporting:
 - Enters data accurately and efficiently into designated systems.
 - Prepares reports on time and according to established formats.




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Teaching Staff Performance Appraisal Form- Sample

GGSESTC

Name of faculty: Dr Bikash Ghoshal
Designation: Professor, Mechanical Engg
Branch: Mechanical
Session: 1st March to 15th Aug, 2021

Appraisal Report

SN	Criteria	Marks/Weightage	Self	HoD	Director
1	Teaching performance 16 hr per week load	20 for 16 hr/week	12	12	12
2	Student satisfaction/ Innovative teaching	05	5	5	04
3	Research paper/ book	05	5	5	04
4	Research Consultancy/ Testing? Revenue generation	05	NIL	0	0
5	Performance in FDP	05	5	5	5
6	Assistance in mobilization of students	20 (10 for first year 05 for 2 nd year each)	12	8-3=5	8
7	Assistance in Training & placement of students	10 (05 for arranging one campus placement & 2.5 for arranging internships or free training of students)	NIL		0
8	Laboratory development/University work/Society work	05	5	5	5
9	Punctuality, Dress code, soft skills & Discipline	05 (office report) 1 mark each	5	5	5
10	NAAC & NBA NIRF work	10 (one criteria handling 05 marks)	10	9	9
11	Other administrative work assigned viz., Hostel warden, AICTE, Admission, University, exam, HoD, Dean ship, Computer centre etc.	10	9	9	10
			<u>68</u>	<u>63-3</u> <u>= 60</u>	<u>62</u>

***more than 75 outstanding; ** up to 75 Very good *Up to 65 Good

#Form must be filled carefully, sincerely & with justification by all stake-holders

Dr Ghoshal
17/8/21
Faculty

Rohi
HoD



Pm
5/9/21
Director/Principal

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* For professor Rank; 12 hr/week is needed.

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Non-Teaching Staff Performance Appraisal Form- Sample

GGSESTC

Non-Teaching Staff Appraisal Report- 2023

Part 1: Staff Information

- Name: *Anil Kumar Singh*
- Designation: (Laboratory Assistant / Office Staff): *system Administrator*
- Department: *IT*

Part 2: Performance Evaluation

- Instructions: Please rate your agreement with the following statements using a scale of 1 (Strongly Disagree) to 5 (Strongly Agree).

Category	Statement	Staff Rating (1-5)	Department Head/ Supervisor Rating (1-5)
Professional Conduct	I maintain a professional appearance in accordance with the college dress code.	5	4
	I am punctual and arrive at work on time consistently.	5	3
	I demonstrate strong interpersonal and communication skills when interacting with colleagues, students, and the public (if applicable).	5	4
	I adhere to college policies and procedures and maintain a positive and disciplined work ethic.	5	4
Job Knowledge & Skills	I understand the tasks assigned to me.	5	3
	I possess the necessary skills to perform my duties effectively.	5	3
Work Performance	I consistently meet deadlines and complete tasks accurately.	5	3
	I manage my time effectively and prioritize tasks well.	5	3
	I am able to solve problems independently or seek help appropriately.	5	4
	I work well as part of a team and collaborate with colleagues.	5	3

Overall Rating: (To be filled by Department Head/ Supervisor)

- Excellent
- Good
- Satisfactory
- Needs Improvement

Remarks (if any):

[Handwritten Signature]
Staff Signature



Evaluating Authority Signature

[Handwritten Signature]
DIRECTOR
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Effective Welfare Measures for Teaching and Non-Teaching Staff




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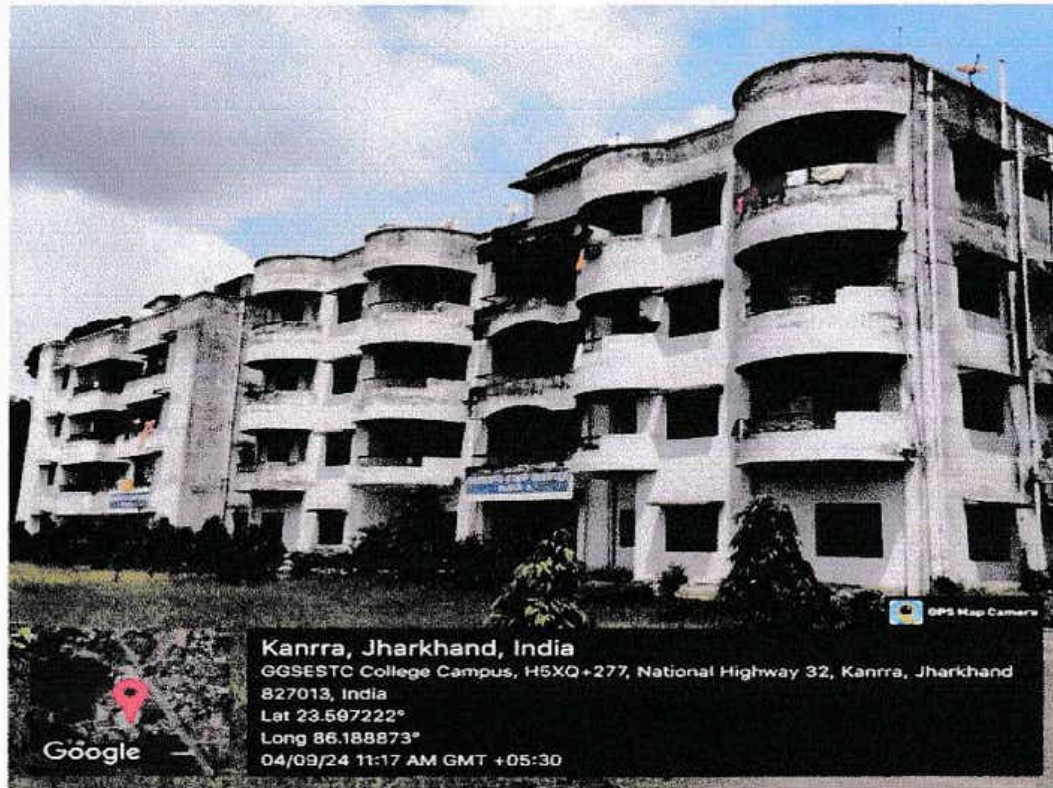
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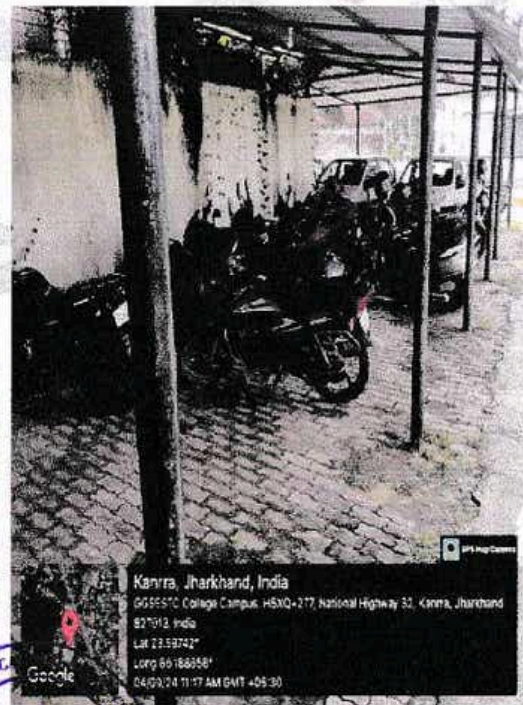
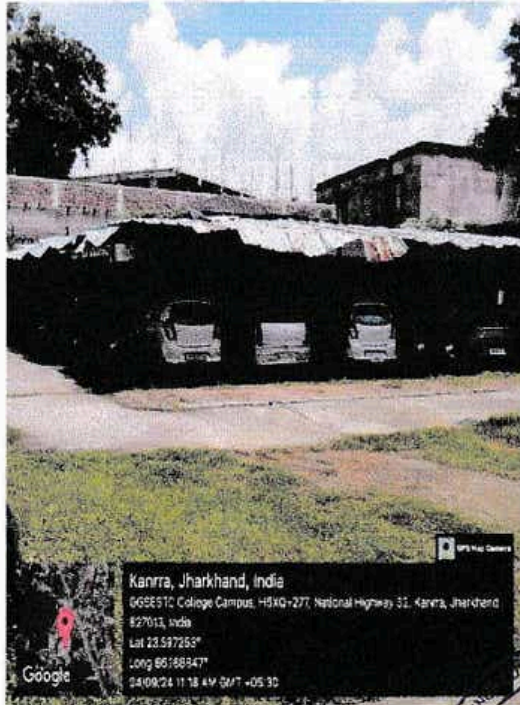
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Staff Quarter



Staff- Vehicle Parking Area



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Allotment of Staff Quarter



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Ref. No. - GGSESTC/Kandra/Staff Quarter Allotment/224/2022

Date: 14/07/2022

Notification for Allotment of Staff Quarter

The following staff member of GGSES Technical Campus is allotted staff quarter as per terms and conditions mentioned below: -

Sl. No.	Name of Staff Member	Designation	GGSESTC Staff Quarter No. Allotted	Date of Occupancy
1.	Mr. Alok Kumar	Assistant Professor- EEE Dept.	'B' Block, Quarter No.-SF- 202	15/07/2022

Terms & Conditions:-

- Maintenance charge @ Rs. 1,000/- per month
- Electricity bill - at actual rate
- Water supply free of cost
- Those who are allotted staff quarters shall not be entitled for HRA

Copy to:-

- Concerned Person
- Admin. Officer
- Office
- Personal File
- Account Office
- Caretaker


Director
GGSESTC, Bokaro
DIRECTOR
GGSESTC, Kandra, Chas
Bokaro, Jharkhand-827013

CC: Hon'ble Secretary, GGES



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Letter of Promotion and Post Allocation



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Ref. No. GGSESTC/Kandra/Annual Increment/201-A/2022

Date: 01.07.2022

Letter for Promotion and Post Allocation

To,
The Faculty Members,
GGSESTC, Bokaro.

Subject: Promotion and Allocation of Coordinatorship & Additional Responsibility (HOD/Coordinator) for Faculty Members under Career Advancement Scheme (CAS).

As per the institute policy it gives us immense pleasure to announce the promotion of faculty members in Grade (Sr. scale). We firmly believe in providing career progression opportunities and professional growth.

The following faculty members have been promoted:

Sl. No.	Faculty Name	Department	Previous Grade (Scale)	New Grade (Scale)	Additional Responsibility (HOD/Coordinator)
1	Mr. Uttam Kumar Das	EEE	6000	8000	HOD-EEE
2	Mr. Manoj Kumar	ME	6000	8000	Admission Cell
3	Mr. Goutam Kumar	ECE	6000	8000	HOD-ECE
4	Ms. Smita Kishore	CSE	6000	8000	Cultural Coordinator
5	Mr. Salim Ahmad	ECE	6000	8000	J. TPO
6	Mr. Kumar Ashish	ME	6000	8000	HOD-ME
7	Mr. Sumit Kr. Pandey	ME	6000	8000	Sports Incharge
8	Mr. Pankaj Kumar Ray	EEE	6000	8000	NAAC Criteria Coordinator: Criteria-2
9	Ms. Sweta Kumari	BASIC SCIENCE	6000	8000	IQAC Coordinator
10	Mr. Alok Kumar	EEE	6000	8000	GATE/ Competitive Exam Coordinator
11	Mr. Daya Shankar Diwakar	ME	6000	8000	IIC
12	Mr. Rohit Verma	ECE	6000	8000	Examination Department
13	Md. Hussain Ansari	CSE	6000	8000	Scholarship Department
14	Mr. Mahmood Alam	ME	6000	8000	AICTE
15	Mr. Sidhmal Hembram	CE	6000	8000	Maintenance Engineer
16	Mr. Vikash Kumar Jain	MBA	6000	8000	HOD- MBA/ Coordinator for MOU
17	Mr. Mahavir Prasad	MBA	6000	8000	Exam Section MBA
18	Ms. Sushma Kumari	ECE	6000	8000	Girls Hostel Warden
19	Mr. Joydeep Sen	CE	6000	8000	Exam Section- Civil
20	Mr. Rajeev Kant	ME	6000	8000	TPO

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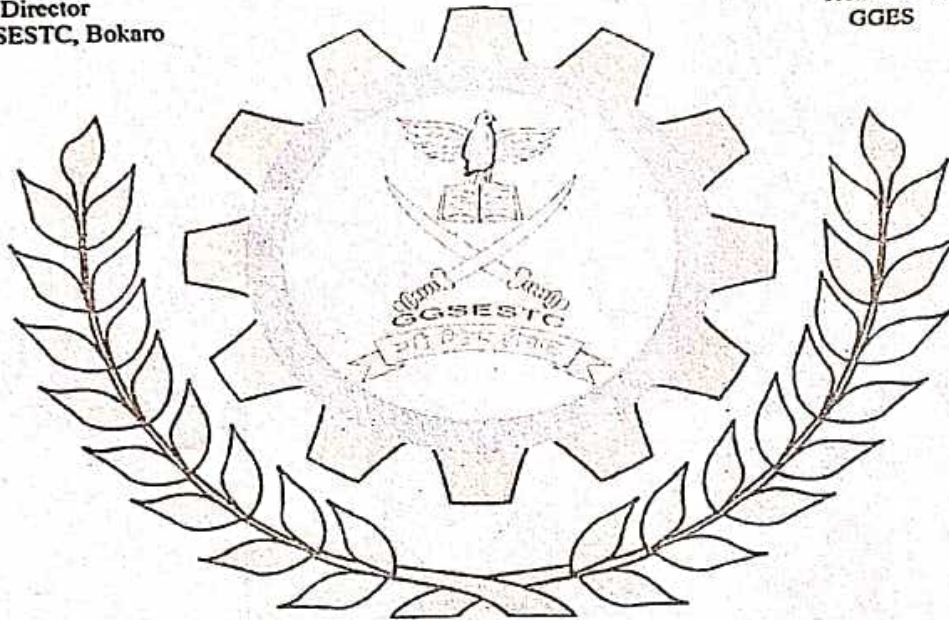
Date

The above promotions and role allocations are effective from 1st July 2022. We trust that the faculty members will continue to uphold the standards of excellence in their new capacities and contribute towards the institution's mission of academic and administrative excellence.

Best Regards,

Director
GGSESTC, Bokaro

Hon'ble Secretary
GGES



ADDRESS : KANDRA (V), CHAS, BOKARO - 827013, JHARKHAND, INDIA.
PHONE : 06542-265293, FAX : 06542-265346, E-mail : info@ggsestc.ac.in, Website : www.ggsestc.ac.in



ADDRESS:KANDRA (V), CHAS, BOKARO - 827013, JHARKHAND, INDIA.
PHONE:06542-265293, FAX: 06542-265346 E-MAIL:info@ggsestc.ac.inWebsite: www.ggsestc.ac.in

DIRECTOR
GGSESTC, Kandra, Chas
Bokaro, Jharkhand-827013



GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS

Approved by AICTE, New Delhi, Ministry of HRD, Govt. of India :: Affiliated to Jharkhand University of Technology, Ranchi

Letter of Annual Increment



GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS

Approved by AICTE, New Delhi, Ministry of HRD, Govt. of India, Affiliated to Jharkhand University of Technology, Ranchi

Ref. No. GGSESTC/Kandra/Annual Increment/201-A/2022

Date 01.07.2022

Letter for Annual Increment

To,
The Faculty Members,
GGSESTC, Bokaro.

Subject: Annual Increment of faculty members for the Year 2022-2023

We are pleased to inform you that, as part of our institutional commitment to fostering professional growth and recognizing the dedication of our faculty members, the annual increment for the year 2022-23 has been approved.

The increment has been processed in accordance with the performance appraisal system, as per the guidelines of our governing body. The increment percentage is based on various parameters such as teaching performance, research contributions, student feedback, and departmental contributions.

Kindly find below the details of the faculty members who have been granted increments:

Sl. No.	Faculty Name	Department	Current Salary + PF + Accommodation	New Salary +PF + Accommodation
1	Mr. Uttam Kumar Das	EEE	32254	34867
2	Manoj Kumar	ME	38112	41121
3	Mr. Goutam Kumar	ECE	34162	36848
4	Ms. Smita Kishore	CSE	33254	35867
5	Mr. Salim Ahmad	ECE	32254	34867
6	Mr. Kumar Ashish	ME	36141	39070
7	Mr. Sumit Kr. Pandey	ME	36141	39070
8	Mr. Pankaj Kumar Ray	EEE	37141	40070
9	Ms. Sweta Kumari	BASIC SCIENCE	36168	39171
10	Mr. Alok Kumar	EEE	36168	38017
11	Mr. Daya Shankar Diwakar	ME	36168	38017
12	Mr. Rohit Verma	ECE	35168	38017
13	Md. Hussain Ansari	CSE	36168	39017
14	Mr. Mahmood Alam	ME	40168	43017
15	Mr. Sidhul Hembram	CE	35150	37918
16	Mr. Vikash Kumar Jain	MBA	34162	36848
17	Mr. Mahavir Prasad	MBA	34162	36848
18	Ms. Sushma Kumari	ECE	34162	36848
19	Mr. Joydeep Sen	CE	33162	35848
20	Mr. Rajeev Kant	ME	34162	38160

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DIRECTOR
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Ref. No.

Date

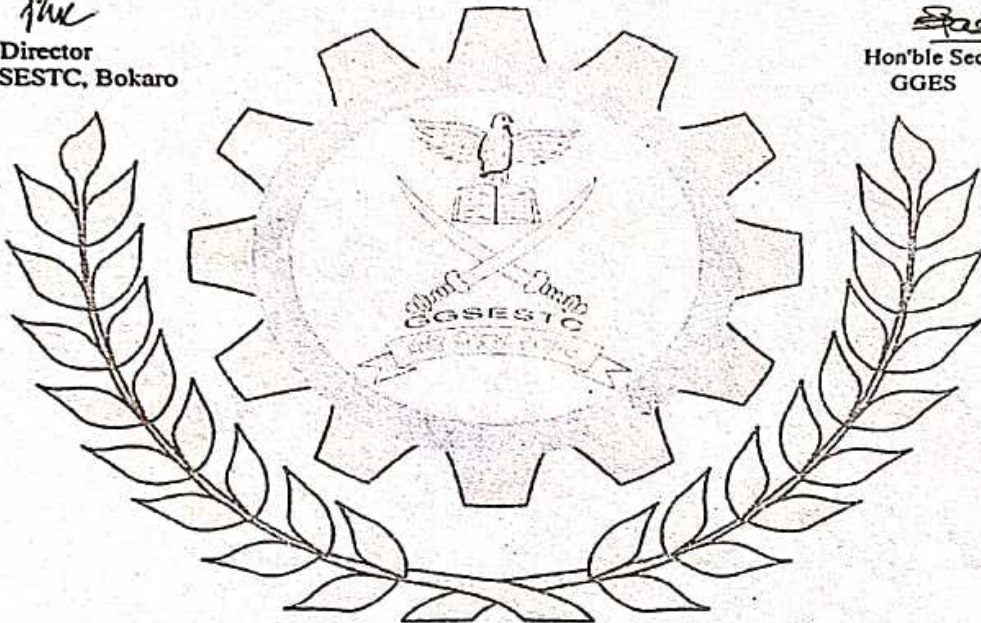
Please note that the new salary structure will be effective from 1st July 2022

We extend our heartfelt appreciation for your efforts and contributions to the institution's academic excellence. We look forward to your continued commitment and enthusiasm.


Best Regards,


Director
GGSESTC, Bokaro


Hon'ble Secretary
GGES



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DIRECTOR
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Bokaro, Jharkhand-827013



GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS

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Employee's Provident Fund Electronic Challan cum Return (ECR)



EMPLOYEE'S PROVIDENT FUND ELECTRONIC CHALLAN CUM RETURN (ECR)

Name of Establishment	GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS		
Establishment Id	JHRAN0032509000	LIN	1541596616
Wage Month	FEB-2023	Return Month	MAR-2023
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	04-MAR-2023	Uploaded Date Time	06-MAR-2023 12:29
Exemption Status	Unexempted	TRRN Number	
Remarks	Ecr for the month of Feb 2023	ECR Id	85679758
Total Members	80		
Contribution and Remittance Details (In Rupees) :			
Total EPF Contribution Remitted	2,13,979	Total EPS Contribution Remitted	78,887
Total EPF-EPS Contribution Remitted	1,35,092	Total Refund Advance	0
PMRPY Upfront Benefit Details (In Rupees) :			
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
ABRY Upfront Benefit Details (In Rupees) :			
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
	0	0	0
ABRY benefit remarks	Establishment is not eligible for ABRY scheme benefit as scheme declaration is not submitted.		



1 / 6

JHRAN0032509000 / FEB-2023 / 06-MAR-2023 12:29

DIRECTOR

GGSESTC, Kandra, Chas

Bokaro, Jharkhand-827013

GGSESTC, Kandra, Chas

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Group Accident Guard Policy (Group Policy Schedule)



Group Accident Guard Policy Group Policy Schedule											
Roll Over - 600766											
Policyholder Details											
Policyholder name : GURU GOBIND SINGH EDUCATIONAL SOCIETY'S						Policyholder Contact No:					
Policyholder Address : KANDRA VILL, CHAS, BOKARO, JHARKHAND						Policyholder E-mail id:					
BOKARO-827013											
BOKARO											
JHARKHAND											
India											
Intermediary Code: NA											
Intermediary Contact No: 18002660597											
Intermediary Name: DIRECT - AGENCY HOM											
Policy Number: 0239654916						Business Description: Service Industry					
Renewal No: 00											
Endorsement No: 00											
Place of Supply: JHARKHAND											
State code: 20											
Number of Lives Covered: 86						Territory Limit: Worldwide					
Policy Type: Named						Operative Time: 24 Hrs					
Relationship Type: Employer Employee						Sum Insured Basis: Fixed					
						Loan Type:					
Sum Insured Type: Fixed						Total Sum Insured: INR 8,600,000					
Maximum Sum Insured: INR 500,000						Aggregate limit for any one accident: INR 2,150,000					
						Aggregate limit for any one year: INR 0					
Age Group: 18 years to 70 years						Payment frequency: Annual					
Policy Period: From: 22/08/2022 12:58hr To 21/06/2023 23:59hr											
Premium details											
Net Premium (Rs.) 13,540.70											
UGST/SGST @9 % (Rs.) 1,218.66											
CGST @9 % (Rs.) 1,218.66											
Gross Premium (Rs.) 15,978.02											
GSTIN: 20AABCT3518Q1ZA-JHARKHAND, Service Accounting Code: 997133											
Insured Description: Service Industry											
Sr. No.	Category Description	No. of Insured	AD	DM	PTD	PPD	Fixed Medex OPD	Fixed Medex IPD	Fixed Medex OPD and IPD	Variable Medex	Remarks
1	Employee	86	100,000	100,000	100,000	100,000	30,000	60,000	0	0	
Coverage Details:											
Sr No.	Coverages	Average SI Per Person	Deductible	Co pay(%)	Remarks						
1	Permanent Partial Disability	100000			Covered						
2	Reparation Of Remains	20000			Upto Rs 20000 or Actuals, whichever is lower						
3	Accidental Dismemberment and Paralysis	100000			Covered						

Insurance is the subject matter of the solicitation. For more details on risk factors, terms and conditions, please read sales brochure carefully before concluding a sale.

Tata AIG General Insurance Company Limited

Regd Office: 15th Floor, Tower A, Peninsula Business Park, G. K. Mills, Lower Panel, Mumbai - 400 013, Maharashtra, India.
Toll Free No. (24x7): 1800 266 7780 OR 1800 229866 (For Senior Citizens) | Fax: 022 6093 6170 | Email: customersupport@tataaig.com
IRDA of India Registration No: 108 | Website: www.tataaig.com | CIN: U85110MH2000PLC128425 | PAN: AABCT3516Q | UIN: TATFAGT21198V022021

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DIRECTOR
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Bokaro, Jharkhand-827013



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Maternity Leave

13.05.22

To
The Directors
GGSESTC
Kandra, Chas
Bokaro

Sub: Requesting Maternity leave

Respected Sir

With due respect I want to say that I
Smta. Kishore, Assistant Professor, CSE Department
of your Institute want to avail my Maternity
leave from 13.05.22 to 16.11.22.

Kindly grant my application also the same I
have attached the necessary documents.

Thanking You

Yours truly
Smta. Kishore
Assistant Professor
CSE Department

*Leave granted as per
rule of the Society
17/05/22*

*As per request
to
Mr. Kishore Sir,
As per rule book in a regular manner
the maternity leave is given
private staff/leave is recommended
16.05.22*

*To Director Sir,
The application is a regular
maternity leave.*

SURGY CENTRE

Hospital Reg. No. 293020751
225, Co-operative Colony, B.S. City - 827001
E-mail: surgycentre@gmail.com
Phone No. Office: (06542) 265156, Cell No. 7371050505, 8677069770

Dr. K. K. Das
MBBS, DGO, MD
FICS, FICOG, FICMCH
Dr. K. C. Samanta
MBBS, DPH
Visiting Surgeon (Trained in General Surgery)
Dr. Sanchayta Das
MBBS, DCP
Dr. Sanjay Singh (MD)
Child Specialist

Dr. D. K. Bhattacharjee
B.Sc. MBBS
Gynaecologist & Sonologist
Dr. Kaushik Das
MBBS, M.S. (O&G)
Gynaecologist
Dr. Sanjay Kumar
MD (Physician)

Date 12/5/22

To certify it may concern

This is to certify that Mrs. Smta. Kishore
to Dr. Kishore is presently under my
supervision for her ongoing pregnancy.
On examining her today, I suggest
adequate rest at home. I'll
further advise; with ERD, she will get
further advice.

Kaushik Das

Dr. Kaushik Das
MBBS, M.S. (O&G) DNB, FRCO (GERMANY)
Hospital Reg. No. 293255
SURGY CENTRE
225, Co-operative Colony, Bokaro Steel City,
Pin - 827001 (Jharkhand) India



ADDRESS: KANDRA (V), CHAS, BOKARO - 827013, JHARKHAND, INDIA.

PHONE: 06542-265293, FAX: 06542-265346 E-MAIL: info@ggsestc.ac.in Website: www.ggsestc.ac.in

[Signature]
DIRECTOR
GGSESTC, Kandra, Chas
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Casual leave

GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS
KANDRA (V), CHAS - 827013, BOKARO (JHARKHAND)

LEAVE APPLICATION CUM ORDER FORM

Name: Manoj Kumar

Designation/Deptt. Asst. Prof. (Department of Mechanical)

Sl. No.	Nature of Leave	FROM	TO	Total No. of Days	Remarks
1	C.L./E.L./M.L./L.W.P./D.L./R.H./Coff/AL	17-12-22	17-12-22	01 days	

Address During Leave: Jainanore, Bokaro

Reason for Leave: Personal

Signature of employee: [Signature]

Date: 17-12-22

Forwarded/Not forwarded by: [Signature] HOD/MOS

Comments:

Recommended/Regretted: Registrar

Comments: [Signature]

Leave Sanctioned/Regretted: _____ Director

For Information to the applicant if required

Leave Sanctioned/Regretted: _____ Director

Leave Balance:-

C.L. 6 E.L. M.L. L.W.P. D.L. R.H. Coff A.L.

GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS
KANDRA (V), CHAS - 827013, BOKARO (JHARKHAND)

Adjustment Class/Lab/Work assigned

Date	Period/Time	Name of Teachers/Person engaged	Signature of the Teacher or person
17-12-22	5 th /9:45	Mr. Dayashankar Bina	[Signature]

Compensatory off (comp-off)

GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS
KANDRA (V), CHAS - 827013, BOKARO (JHARKHAND)

LEAVE APPLICATION CUM ORDER FORM

Name: Uttam Kumar Das

Designation/Deptt. A.P. (EEE)

Sl. No.	Nature of Leave	FROM	TO	Total No. of Days	Remarks
1	C.L./E.L./M.L./L.W.P./D.L./R.H./Coff/AL	5/12/22	5/12/22	01 day	leave work

Address During Leave: Bokaro

Reason for Leave: work work

Signature of employee: [Signature]

Date: 6/12/22

Forwarded/Not forwarded by: [Signature] HOD/MOS

Comments:

Recommended/Regretted: Registrar

Comments: [Signature]

Leave Sanctioned/Regretted: _____ Director

For Information to the applicant if required

Leave Sanctioned/Regretted: _____ Director

Leave Balance:-

C.L. E.L. M.L. L.W.P. D.L. R.H. Coff A.L.

GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS
KANDRA (V), CHAS - 827013, BOKARO (JHARKHAND)

Adjustment Class/Lab/Work assigned

Date	Period/Time	Name of Teachers/Person engaged	Signature of the Teacher or person
5/12/22	3-4	Prof. Atul Kumar	[Signature]



[Signature]
DIRECTOR
GGSESTC, Kandra, Chas
Bokaro, Jharkhand-827013



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RH leave, or restricted holiday leave

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KANDRA (V), CHAS - 827013, BOKARO (JHARKHAND)

LEAVE APPLICATION CUM ORDER FORM

Name: fankaj kr Ray

Designation/Deptt: Asst Prof. / EEE

Sl. No.	Nature of Leave	FROM	TO	Total No. of Days	Remarks
1	C.L./E.L./M.L./L.W.P./D.L./R.H./Coff/AL	26/9/22	26/9/22	01	(Katakash Asthapan)

Address During Leave: Bokaro

Reason for Leave: personal work

Signature of employee: [Signature]

Date: 24.9.22

Forwarded/Not forwarded by: HOD/HOS

Comments: [Signature]

Recommended/Regretted: Registrar

Comments: For info 24.9.22

Leave Sanctioned/Regretted: [Signature] Director

For information to the applicant if required

Leave Sanctioned/Regretted: [Signature] Director

Leave Balance:

C.L. ✓ E.L. M.L. L.W.P. D.L. R.H. ✓ Coff AL

GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS
KANDRA (V), CHAS - 827013, BOKARO (JHARKHAND)

Adjustment Class/Lab/Work assigned

Date	Period/Time	Name of Teachers/Person engaged	Signature of the Teacher or person
		Classes will remain closed on 26.9.22	

Earned Leave (EL)

GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS
KANDRA (V), CHAS - 827013, BOKARO (JHARKHAND)

LEAVE APPLICATION CUM ORDER FORM

Name: Shri Shankar Kumar Singh

Designation/Deptt: Lab Assistant (EEE)

Sl. No.	Nature of Leave	FROM	TO	Total No. of Days	Remarks
1	C.L./E.L./M.L./L.W.P./D.L./R.H./Coff/AL	29/4/2022	30/4/22	3 days	

Address During Leave: Dhanbad

Reason for Leave: personal

Signature of employee: Shri Shankar Kumar Singh

Date: 25/5/22

Forwarded/Not forwarded by: HOD/HOS

Comments: [Signature]

Recommended/Regretted: Registrar

Comments: For info 03.5.2022

Leave Sanctioned/Regretted: [Signature] Director

For information to the applicant if required

Leave Sanctioned/Regretted: [Signature] Director

Leave Balance:

C.L. ✓ E.L. ✓ M.L. L.W.P. D.L. R.H. Coff AL

GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS
KANDRA (V), CHAS - 827013, BOKARO (JHARKHAND)

Adjustment Class/Lab/Work assigned

Date	Period/Time	Name of Teachers/Person engaged	Signature of the Teacher or person
2/5/22		NO Lab	Shri Shankar Kumar Singh



DIRECTOR
GGSESTC, Kandra, Chas
Jharkhand-827013



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Duty Leave

GOVT. WOMEN'S POLYTECHNIC, BOKARO

Department of Higher & Technical Education (Govt. of Jharkhand)
Near Shyampur, Garga Dam, Ballih, B.S. City-827 010 (JHARKHAND)
Tel. : Fax 06542-253293, email id: ggsstc@rediffmail.com

Letter No. _____ Date: _____

सेवा,

प्रधान
राजकीय महिला पॉलिटेक्निक, बोकारो :

सेवा में,

आचार्य पदवीका
श्री. शशिभद्रा-1-12
बालिकाशाला, गुरु-गोबिंद-सिंग
बोकारो, झारखण्ड, भारत

अतिरिक्त पदवीका
1. प्रो. शशिभद्रा (F.D.C)
2. प्रो. शशिभद्रा (B.T.)
3. प्रो. शशिभद्रा (M.P.S)

विषय : विदेशीय प्रश्न एवं सूचीय सेमेस्टर की परीक्षा-2022 के प्रायोगिक एवं मौखिक विषयों का बाह्य परीक्षा (External Exam) के संबंध में।

प्राप्ति : JUT-06/2018/2550EX सीपी, दिनांक-29.03.2023
प्राप्तक

प्राप्तक प्रायोगिक विषय के संबंध में सूचित करना है कि विदेशीय प्रश्न एवं सूचीय सेमेस्टर की परीक्षा-2022 के प्रायोगिक एवं मौखिक विषयों का बाह्य परीक्षा (External Exam) लेने हेतु आपको बाह्य परीक्षा के रूप में सूचित किया जाता है। परीक्षा काल हेतु कार्य प्राप्त एवं कार्यात्मिक JUT, सीपी द्वारा विद्यमानुसार देना है।

अनुसन्धक : JUT से प्राप्त का की प्रति।

Branch	C.S.E
Semester	3 rd Semester
Subject	E.O.C Lab, E.T Lab, Oop Lab
Date	12.04.2023
Time	10 AM to 5 PM

विद्यमानुसार

2/-
प्रधान
राजकीय महिला पॉलिटेक्निक,
बोकारो।

प्राप्तक- 36 (क) दिनांक-08.04.2023

प्रतिनिधि : (1) प्राचार्य/विदेशीय, GGSEST, चण्ड, बोकारो, को सूचनाएं एवं अद्यतन कारवाई हेतु प्रेषित।
(2) परीक्षा नियंत्रक, झारखण्ड प्रयोगिकी विश्वविद्यालय, झारखण्ड, सीपी।

शशिभद्रा
31/4/23

प्रधान
राजकीय महिला पॉलिटेक्निक,
बोकारो।

GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS

KANDRA (V), CHAS - 827013, BOKARO (JHARKHAND)

LEAVE APPLICATION CUM ORDER FORM

Name BHASKRA NAND

Designation/Deptt. ASST. PROF. / C.S.E

Sl. No.	Nature of Leave	FROM	TO	Total No. of Days	Remarks
1	C.L./E.L./M.L./W.P./D.L./R.H./C.off/A.L.	12/04/23	-	01	

Address During Leave : GTWP, Bokaro

Reason for Leave : GTWP, Bokaro for viva voce.
Signature of employee : [Signature]

Forwarded/Not forwarded by : For. Md. Imstain 13/04/23
Comments : HOD/HOS

Date : 13/04/23

Recommended/ Regretted : Registrar
Comments : For duty 14.4.23

Leave Sanctioned/ Regretted

For Information to the applicant if required

Leave Sanctioned/ Regretted

Leave Balance :

C.L. E.L. M.L. L.W.P. D.L. R.H. C.off A.L.



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DIRECTOR
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Bokaro, Jharkhand-827013



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Avenues for Career Development/ Progression



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Date: 03/11/2022

To
The Director,
G.G.S.E.S.T.C., Kandra
Chas, Bokaro,

02/D/03.11
03/11/2022

(Subject - Provide NOC to take admission in P.h.D
under JUT)

Respected Sir, I wish to say that I need NOC to take admission in P.h.D. under JUT on dated 05.11.22. NOC is essential document to enroll in P.h.D. program.

Therefore I request you to please provide me aforesaid.

Yours faithfully,

Salim Ahmad

ECE Dept. / Asstt. Prof.

03/11/2022

Allowed
Office
P.h.D.
03/11/2022




DIRECTOR
GGSESTC, Kandra, Chas
Bokaro, Jharkhand-827013

ADDRESS: KANDRA (V), CHAS, BOKARO - 827013, JHARKHAND, INDIA.

PHONE: 06542-265293, FAX: 06542-265346 E-MAIL: info@ggsestc.ac.in Website: www.ggsestc.ac.in



GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS

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No. GGSESTC/Kandra/NOC/ECE Dept/302/2022

Date 04/11/22

NO OBJECTION CERTIFICATE

To Whomsoever It May Concern

This is to certify that **Mr. Salim Ahmad** is employed as Assistant Professor (Electronics & Communication Engineering Department) in this organization since 01/04/2013 to till date.

The Institute has **No Objection** for admission in Ph.D programme under Jharkhand University of Technology, Ranchi. Subject to the condition that Mr. Salim Ahmad must submit semester wise Ph.D progress report to the institute.

This certificate has been issued on request of Mr. Salim Ahmad.

(Office Seal)



(Dr. Priyadarshi Jaruhar)
Director

Received
Salim
04/11/22



ADDRESS: KANDRA (V), CHAS, BOKARO - 827013, JHARKHAND, INDIA.

DIRECTOR
GGSESTC, Kandra, Chas
Bokaro, Jharkhand-827013



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Academic Leave (A.L.)

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KANDRA (V), CHAS - 827013, BOKARO (JHARKHAND)

LEAVE APPLICATION CUM ORDER FORM

Name: Salim Ahmad

Designation/Deptt.: Assistant Professor/E.C.F.

Sl. No.	Nature of Leave	FROM	TO	Total No. of Days	Remarks
1	C.L./E.L./M.L./L.W.P./D.L./R.H./C.off/A.L.	11-02-23	11-02-23	01	

Address During Leave: B.T., Dhanbad

Reason for Leave: Course work for Ph.D. (Part-time)

Signature of employee: Salim Ahmad
Date: 14-02-23

Forwarded/Not forwarded by: HOD/HOS
Comments: for info 13/02/2023

Recommended/ Regretted: Registrar
Comments: for 02/23

Leave Sanctioned/ Regretted: _____
For Information to the applicant if required

Leave Sanctioned/ Regretted: _____
Leave Balance: _____

C.L. E.L. M.L. L.W.P. D.L. R.H. C.off A.L.

Director

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KANDRA (V), CHAS - 827013, BOKARO (JHARKHAND)

Adjustment Class/Lab./Work assigned

Date	Period/Time	Name of Teachers/Person engaged	Signature of the Teacher or person
11-02-23	4th Pd. B.E.	Prof. Sushma Kumari	



DIRECTOR
GGSESTC, Kandra, Jharkhand



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To
The Director
G.G.S.E.S.T.C, Bokaro

01/10/03.11
03/11/2022

Date
03.11.2022

Subject - Regarding NOC to take admission in
P.h.D under JUT, Ranchi

Sir,

With due respect, I want to say that
I need NOC to take Admission in P.h.D
under JUT, Ranchi on dated 05.11.2022.
NOC is an essential document to enroll in
P.h.D Program.

So I request you to please provide
me the aforesaid.

Thanking you

Yours faithfully

Pankaj Kumar Ray

(Asst. Prof, EEE)

Allowed
this
3/11/2022



DIRECTOR
GGSESTC, Kandra, Chas
Bokaro, Jharkhand-827013



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ESTC/Kandra/NOC/EEE Dept./903/2012

Date ... 04.11.2012

NO OBJECTION CERTIFICATE

To Whomsoever It May Concern

This is to certify that Mr. Pankaj Kumar Ray is employed as Assistant Professor (Electrical & Electronics Engineering Department) in this organization since 16/06/2013 to till date.

The Institute has No Objection for admission in Ph.D programme under Jharkhand University of Technology, Ranchi. Subject to the condition that Mr. Pankaj Kumar Ray must submit semester wise Ph.D progress report to the institute.

This certificate has been issued on request of Mr. Pankaj Kumar Ray.

(Dr. Priyadarshi Jaruhar)
Director



Received
Pankaj
24-11-22



DIRECTOR
GGSESTC, Kandra, Chas
Bokaro, Jharkhand-827013



GURU GOBIND SINGH EDUCATIONAL SOCIETY'S TECHNICAL CAMPUS

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झारखण्ड प्रौद्योगिकी विश्वविद्यालय

विज्ञान एवं प्रावैधिकी परिसर (साईंस एण्ड टेक्नोलॉजी कॅम्पस),
सिरखा टोली, नामकुम, राँची - 834010 (झारखण्ड)

पत्रांक :-JUT-912/2022/1642

/राँची, दिनांक :- 01/11/2022

सूचना

शैक्षणिक वर्ष 2022-23 हेतु Ph. D एवं AICTE Doctoral Fellowship पाठ्यक्रम में योग्य/उत्तीर्णता प्राप्त अभ्यर्थियों को सूचित किया जाता है कि Ph. D एवं AICTE Doctoral Fellowship पाठ्यक्रमों में नामांकन दिनांक-05/11/2022 को पूर्वाह्न 11:00 बजे निर्धारित की गई है।

अतः निर्देशित किया जाता है कि आप से संबंधित सभी शैक्षणिक/जातीय/आवासीय/आधार प्रमाण पत्र की मूलप्रति एवं एक अदद स्व-अभिप्रमाणित छायाप्रति सहित राशि ₹0 5,000/- (रूपये पाँच हजार) मात्र का डिमांड ड्राफ्ट Jharkhand University of Technology payable at Ranchi नाम के साथ उक्त निर्धारित तिथि को विश्वविद्यालय में आकर नामांकन करवाना सुनिश्चित करेंगे।

कुलपति महोदय के आदेशानुसार,

ह0/-

समन्वयक (पी0 एचडी)
झारखण्ड प्रौद्योगिकी विश्वविद्यालय,
राँची।



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18	Deepak Kumar Srivastava	Ranjeet Kumar Srivastava	EWS	PMET200	Metallurgical Engineering
19	Pranod Kumar Rana	Shiva Barhi	EBC	PPHY210	Physics
20	Sourav Suman	Krishna Prasad Singh	OBC	PPIE213	Prod. & Industrial Engineering
21	Farheen Nazish	Moin Uddin Arfi	OBC	PCHE103	Chemistry
22	Md Wasim Akram Qureshi	U. Md. Nazim Qureshi	OBC	GATE	Chemistry
23	Manish Kumar	Krishna Deo Sharma	Gen.	PCME101	Chemical Engineering
24	Goutam Kumar	Lakhu Chandra Mahto	OBC	PECE135	E.C.E
25	Anumita Sen Gupta	Anupam Sen Gupta	Gen	PECF133	E.C.E
26	Kamal Kishor	Damodar Mandal	OBC	PECE156	E.C.E
27	Richa Kumari	Ranjan Harijan	SC	PECE144	E.C.E
28	Salim Ahmad	Jalil Ansari	Gen	PECE146	E.C.E
29	Ravi Kumar Burman	M. Raj Kumar Burman	OBC	PECE143	E.C.E
30	Arvind Kumar	Yogendra Yadav	Gen.	PELE150	Electrical Engineering
31	Md Zahid Hassnain	Md Rezaan Hussain	OBC	PELE172	Electrical Engineering
32	Anup Kumar Mahto	Narayan Chandra Mahto	OBC	PELE104	Electrical Engineering
33	Md Tausif Ajmal	Md Jawed Ajmal	OBC	PELE171	Electrical Engineering
34	Nishant Kumar	Unay Pratap Singh	Gen.	PELE161	Electrical Engineering
35	Pankaj Kumar Ray	Alpendra Ray	EWS	PELE178	Electrical Engineering
36	Mritunjay Kumar	Aditya Kumar	EWS	GATE	Electrical Engineering


DIRECTOR
GGSESTC, Kandra, Chas
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Sd/-
Co-ordinator (Ph. D.)
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