



**Rules & Regulations**

**Academic Monitoring System**

**Timely Conduct of Classes**

**Daily Attendance Posting**

**Class Substitutions**

**Version 3**

# Academic Monitoring System-Galgotias University

At Galgotias University, the regular and timely conduct of classes is fundamental to maintaining high academic standards. A well-structured timetable allows students to plan their schedules effectively, and any disruption due to faculty absences results in academic loss and disturbs students' routines.

Students and their parents expect faculty members to be dedicated professionals. Any inconsistency in classroom engagement can lead to student dissatisfaction, impacting both the faculty's reputation and the university's overall image.

To uphold academic integrity and ensure seamless learning, the Academic Monitoring System incorporates the following key components:

1. **Timely Conduct of Classes** – All lectures, laboratory sessions, and tutorials must be conducted as per the official timetable uploaded on iCloud.
2. **Daily Attendance Updates** – Faculty members are required to upload student attendance records to iCloud on a daily basis to maintain transparency and accountability.
3. **Class Substitution Monitoring** – Regular oversight is maintained to track faculty substitutions, with efforts to minimize them and prevent academic disruptions that hamper learning process.

By implementing these measures, Galgotias University strives to foster a disciplined and student-centric academic environment that prioritizes learning excellence.

## Guidelines for Physical Surveillance of Classes

### Step 1: Surveillance Procedure

- a) The university has constituted an **Academic Monitoring Team (AMT)** to conduct physical surveillance of classes and laboratories.
- b) Each AMT member is assigned a specific floor in Blocks A, B, C, D, E and AI& DS for monitoring.
- c) The assigned AMT members for each floor remain fixed, with no interchange of responsibilities.

d) The timetable for all programs will be downloaded daily at **6:30 PM**, one day before surveillance. This timetable will include regular classes, substituted classes, and the names of substitute faculty members.

e) On the assigned floor, the AMT member will visit each classroom and laboratory to verify the presence of faculty as per the timetable.

f) Observations will be recorded in the **Physical Surveillance Base Sheet**, noting the scheduled classes and the faculty present. The **time of the visit** will also be documented for accuracy.

These measures ensure accountability, minimize disruptions, and uphold academic discipline within the university.

### Academic Monitoring Team (AMT): Observations and Reporting

AMT members shall observe and report the following discrepancies:

- Faculty name does not match with the timetable
- Students present in the classroom, but the faculty member is absent
- Both students and faculty members are absent from the classroom
- The substitute faculty is not present in the class.

In case of any such observations, the AMT member will immediately notify the senior academic team via the official WhatsApp group.

### Immediate Action and Reporting

#### i. **Response from Dean/ HOD:**

The concerned Dean/ HOD shall respond and take necessary action, including assigning a substitute faculty in case of default.

#### ii. **Daily Reporting of status:**

By 6:30 PM each working day, a school-wise report of defaults shall be emailed by the ERP Team to the Chancellor, CEO, Director of Operations, Vice Chancellor, Registrar, the Advisor to the Chancellor and the Deans.

## ACADEMIC MONITORING SYSTEM - KEY COMPONENT 1

### Timely Conduct of Classes

Daily Attendance Posting

Class Substitutions

#### 1. Academic duties and responsibilities

To ensure smooth and effective class delivery, all faculty members are expected to be punctual and arrive at least 5 minutes prior to the scheduled commencement time of their classes. Faculty members are strongly discouraged from missing classes for any reason. Missing a class for any reason will be construed as an academic default and a failure to perform the university duties and responsibilities.

Should you need to take leave, please make all necessary alternate arrangements and obtain approval from your immediate authority before submitting your leave application. Non-compliance can result in academic loss for our students, and it will be viewed very seriously.

As part of the university's commitment to upholding professionalism and ensuring the success of our academic environment (not present in class, while away the hours without teaching, falsification of attendance), the following disciplinary action will be enforced to address the issue:

- A. **First Academic Default:** A one-day salary deduction will be applied as a consequence of your failure to meet the expected punctuality standards.
- B. **Second Academic Default:** A two-day salary deduction will be applied for continued neglect of your responsibilities.
- C. **Third Academic Default:** A four-day salary deduction, accompanied by a formal warning that any further violations of this nature will result in termination of service, effective immediately, without further notice.
- D. **Fourth and Final Academic Default:** Termination of service, effective immediately, without further notice.

VC is the authority to take disciplinary action for the non-compliance of academic duties and responsibilities.

## ACADEMIC MONITORING SYSTEM - KEY COMPONENT 2

### Timely Conduct of Classes

## Daily Attendance Posting

### Class Substitutions

Faculty members are responsible for marking student attendance at the beginning of each class, in accordance with institutional policies. Failure to accurately and promptly mark attendance will be considered a serious violation of academic and professional duties.

Falsifying attendance records is a serious breach of academic integrity and institutional policy. Any faculty member found to be involved in marking false attendance, whether for themselves, students, or any other reason, will face strict disciplinary action.

### Guidelines for Class Attendance Entry

#### 2. Integrity in Attendance:

- Only students physically present should be marked as attendance.
- Falsification of attendance records will result in immediate termination of the concerned faculty member

#### 3. Restrictions on Attendance Requests:

- No external authority or coordinator can request attendance for students engaged in other activities during class.
- Attendance must be uploaded to iCloud by the end of the day daily.
- The ERP team will send weekly reports on missing attendance cases to the Advisor to the Chancellor, who will seek explanations from the concerned faculty through the Dean.

#### 4. Special Attendance Cases:

- Students participating in school-authorized events (e.g., extracurricular activities, industrial tours, conferences) should be marked with an 'E' for 'Event Attendance' in iCloud.

The Vice Chancellor may approve attendance uploads for genuine cases upon the Dean's recommendation.

## **5. Disciplinary Action for Non-Marking of Attendance:**

- A. **First Academic Default:** A one-day salary deduction will be applied as a consequence of your failure to meet the expected punctuality standards.
- B. **Second Academic Default:** A two-day salary deduction will be applied for continued neglect of your responsibilities.
- C. **Third Academic Default:** A four-day salary deduction, accompanied by a formal warning that any further violations of this nature will result in termination of service, effective immediately, without further notice.
- D. **Fourth and Final Academic Default:** Termination of service, effective immediately, without further notice.

Disciplinary action will be taken if a faculty member repeatedly fails to mark attendance or does so inaccurately.

VC is the authority to take disciplinary action for the non-compliance of Non-Marking of attendance or falsification of attendance record.

## ACADEMIC MONITORING SYSTEM - KEY COMPONENT 3

### Timely Conduct of Classes

#### Daily Attendance Posting

### Class Substitutions

#### **Substitution of Classes**

Substituting allotted classes with other faculty compromises the quality of education and reduces student satisfaction. Therefore, the following guidelines must be adhered to:

##### **1. Approval Process:**

- All substitution requests must be reviewed by the Dean/HoD, and only justified requests shall be approved.
- The substitute faculty must be fully qualified to deliver the course content.

##### **2. Limitations on Substitution:**

- If a faculty's substitution request exceeds three days, it will be rejected.
- Faculty members must inform at least three days before the scheduled class requiring substitution. Requests made the night before a scheduled class or on the same day will not be accepted.

##### **3. Attendance and Record-Keeping:**

- The Dean/HoD must approve both the leave and the name of the substitute faculty.
- The substitute faculty will have access to upload attendance only after approval.
- The Program Chair and the faculty must inform students about the substitution.
- The timetable must remain unchanged to avoid academic default reporting.

#### **4. Leave and Documentation:**

- Even for approved leave, substitution must be documented.
- A faculty member can avail of substitution leave for a maximum of three days per semester. **Any additional instances of substitution will result in a one-day salary deduction for each extra day of substitution and may also lead to further disciplinary action, including termination of employment.**

#### **Make-Up Schedule for Missed Classes**

- The faculty must submit the date and time for makeup classes to the Dean, who will ensure that these are recorded in iCloud.
- Faculty can conduct extra classes before planned leave.
- In case of unplanned leave, the faculty must submit in writing the date and time of makeup classes upon return.
- The Dean/HoD shall maintain and verify records of all makeup classes and submit a monthly report to the Vice Chancellor

#### **Issuing an Explanation Request:**

- An email regarding the unattended class will be sent from the office of the Advisor to the Chancellor to the respective School Dean/ HOD.
- Upon receiving the explanation from the concerned Dean, a formal request for explanation (letter/email) will be sent to the faculty in question.
- The CCTV footage of the classes shall also be examined.
- A faculty member's absence on a scheduled teaching day will be considered one default, regardless of the number of missed classes on that day.
- The number of explanation requests issued to each faculty shall be recorded in the Advisor to Chancellor's office and maintained in their personal file.

#### **Faculty Response:**

- The faculty must respond to the explanation request within 24 hours, addressing it to the Dean and Advisor to the Chancellor.
- The CCTV footage of the class shall also be shown to the faculty, dean and the Physical Monitoring Committee.



### **Review, Recommendation and Issuance of Warning Letters:**

- The Physical Monitoring Committee shall review each case of default and give their decision to the Advisor to the Chancellor.
- Based on its findings, the committee will recommend whether a warning letter/email should be issued to the faculty member
- If a default is confirmed, the Advisor to Chancellor's office will submit list of faculty members to for issuance of warning letters by the Registrar.
- The Registrar will present the list to the VC for approval, following which the warning letter will be issued.
- The warning letter will clearly state whether it is the first, second, or third warning.
- A record of warning letters will be maintained in the faculty's personal file and at the office of Advisor to Chancellor.

### **Final Action – Termination on Fourth Default:**

- Upon a faculty member receiving a fourth warning letter, they will face termination from their position.

### **Disciplinary Actions for Faculty Defaults**

S.No.	Default	On-Duty/Off-Duty	Disciplinary Action Imposed
1	First Default	Faculty is on approved leave but has not arranged a substitute.	First Warning Issued by Registrar & one-day salary deduction. In case the performance of the faculty warrants more stringent action can be taken including termination of services.
		Faculty is present but not engaged in the scheduled class.	
		Faculty is absent without prior information.	
2	Second Default	Faculty is on approved leave but has not arranged a substitute.	Second Warning Issued by Registrar & two days salary deduction. In case the performance of the faculty warrants more stringent action can be taken including termination of services.
		Faculty is present but not engaged in the scheduled class.	
		Faculty is absent without prior information.	

3	Third Default	Faculty is on approved leave but has not arranged a substitute.	Final Warning Issued by Registrar & four days' salary deduction. In case the performance of the faculty warrants more stringent action can be taken including termination of services.
		Faculty is present but not engaged in the scheduled class.	
		Faculty is absent without prior information.	
4	Fourth Default	Faculty is on approved leave but has not arranged a substitute.	Termination from Service Without Further Notice, Issued by Registrar
		Faculty is present but not engaged in the scheduled class.	
		Faculty is absent without prior information.	

## 6. Accountability Measures

### A. For Deans/HoDs

- Excessive substitution or frequent faculty defaults in a department/school will result in a Show Cause Notice to the Dean/HoD.
- Records of such notices will be maintained by the Advisor to the Chancellor to assess the effectiveness of the Dean/HoD.

### B. For Academic Monitoring Team (AMT)

- Failure to report a default in assigned classrooms will result in a warning letter.
- On the third default, the AMT member will be terminated.

### C. For ERP Staff

- If faculty defaults occur due to unresolved ERP issues, the responsible ERP official will receive a Show Cause Notice.