

**NOTICE****Mandatory Compliance with Staff Discipline, Professional Conduct  
& Attendance Guidelines**

All staff members, including HODs, senior faculty members, teaching and non-teaching staffs of **VDN, Champapura and Kalwar Campus** are hereby informed that the following guidelines are to be strictly followed with immediate effect:

**1. Mandatory Uniform**

The prescribed college uniform is mandatory for all teachers, irrespective of their designation or position. This includes HODs, senior faculty, coordinators, and other teaching and non-teaching staff. All staff members are expected to maintain a professional and presentable appearance on campus.

**2. Mandatory Identity Card**

Wearing the official College Identity Card (I-Card) is compulsory for everyone. All staff members must wear their I-Card visibly throughout working hours while on campus.

**3. Responsible Use of Mobile Phones**

It has been observed that some staff are engaging in watching reels, browsing social media and other unnecessary use of mobile phones during working hours and inside classrooms. Such practices are strictly prohibited. Mobile phones should only be used when required for official, academic, or emergency purposes.

**4. Punctuality in Classes**

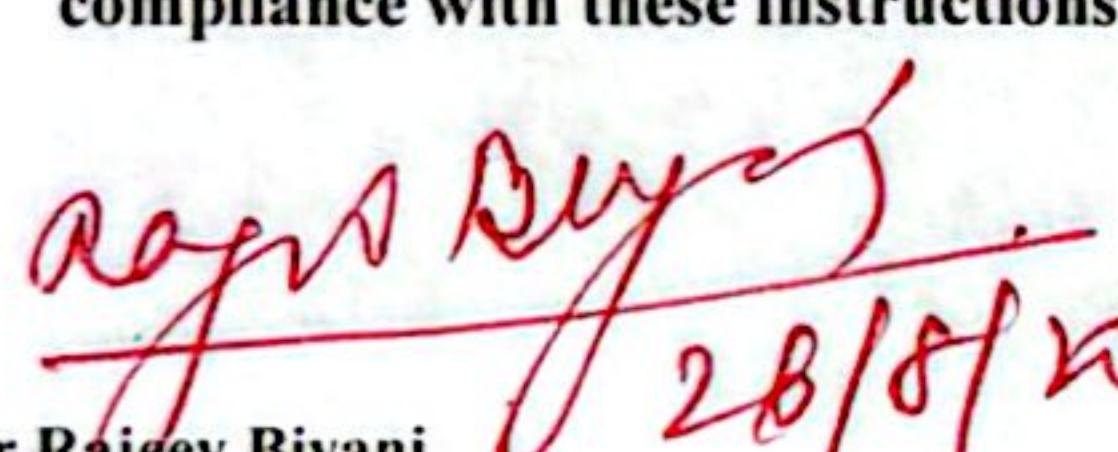
All teachers must report to their respective classes on time.

Faculty members are expected to reach the classroom before the scheduled commencement of the class and ensure that academic time is utilized effectively.

**5. Leave and Holidays**

Teachers are expected to maintain regular attendance and continuity in academic responsibilities. Leave should not be taken unless there is an emergency, genuine and valid reason. All leave must be properly communicated, approved through the prescribed procedure and work has to be designated to responsible staff.

All staff members are requested to take these instructions seriously and ensure strict compliance. Non-compliance with these instructions may invite appropriate disciplinary and administrative action.

  
Dr. Rajeev Biyani  
Chairman- BGC

26/8/2026  
3:25 PM

Copy to: Chairman/Director (Acad.)/ Principals/ HR/ HOD'S/ KPO/ Reception/ IT/Web Developer