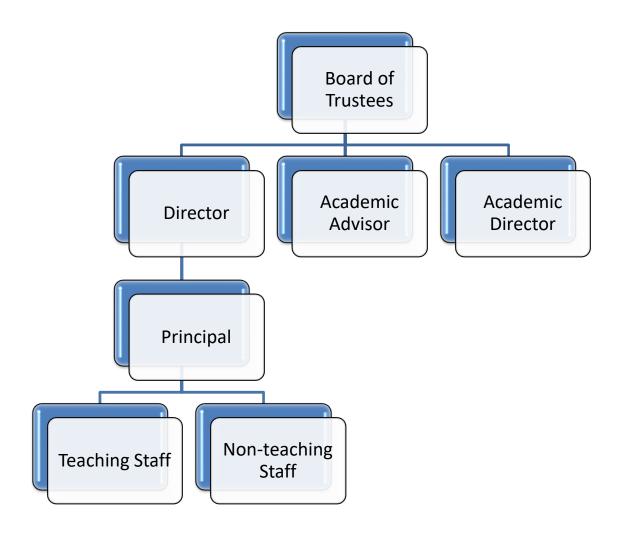
#### A.G. Teachers College, Navrangpura, Ahmedabad.

#### **Organizational Structure**



Date of Preparation: 73-02-33

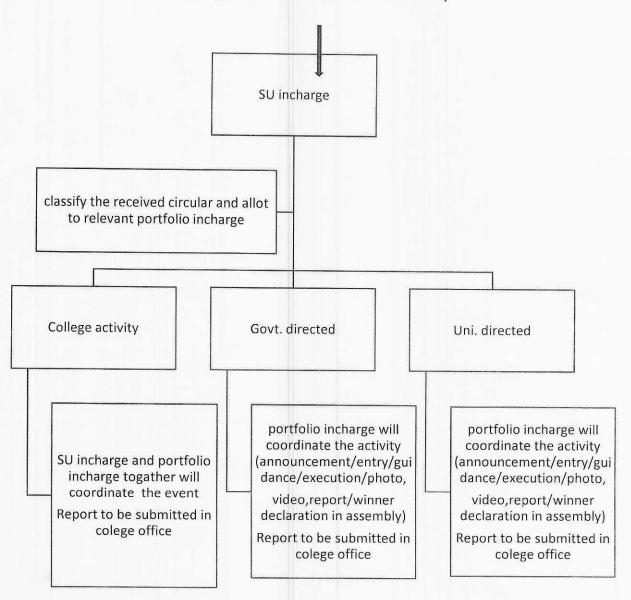
Date of Approval: 17-25-23

Date of Implementation: (8-23-23

#### **SOP** for Students Union

Principal- Chairperson of SU

(Program/activity circular received)



- Every help will be extended by SU in-charge to portfolio in-charge when needed.
- Other SU members will actively participate with the portfolio SU members in all activities.
- Annual report will be submitted to principal be SU in-charge after compilation of all reports at the end of the year.

Prepared by:

Reviewed by:

Approved by:
I/C Principal

A. G. TEACHERS COLLEGE, CTL,
AHMEDABAD







Date of Implementation: 18-5-22

#### **SOP for Accounts (Tally Software)**

#### Cash

Cash Received (Fee, TC Fee, misc.) manually and same day entry.

Date of Preparation: |8-1-27| Date of Approval: |7-5-23|

- Pre-approval of Principal for any Cash Payment.
- Cash is paid only after Bill/College Voucher is provided.
- Necessary entries in Tally and sign by Principal.

#### Bank

- Grant, Various Remunerations, Salary Deduction (IT & PT) are received by cheque or NEFT.
- Pre-approval of Principal for any Bank Payment.
- Bank Payment Cheque is signed by Principal & Management.
- Concerned party is informed & cheque is given/collected by the party or sent to Bank for NEFT.
- Necessary entries in Tally and sign by Principal.

JV

- Every Month Salary JV.
- Management sends different entries and they are entered in JV.

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009

A. G. TEACHERS COLLEGE, CTE,



Date of Preparation: 18-1-23

Date of Approval: 17-5-23

Date of Implementation: 18 -5 -23

#### **SOP for Paybill**

Every Month paybill is prepared according to Government format.

Paybill is submitted at Commissioner of Higher Education between 1 to 15 of every month.

Salary is credited in employee's account within first week of the Month.

Necessary entries are done in Tally Software

Professional Tax & Income Tax cheques are signed by Principal & Management

Income Tax Challan is generated and paid (Bank of India). Professional Tax Challan also paid at

Bank. (State Bank of India)

After one week, college copy is received.

**Professional Tax** 

Income Tax

One Copy of Professional Tax Challan is sent to Professional Tax Office at Lal Darwaja TDS information (Form 24Q & 27A) is sent to income tax dept. quarterly

Prepared by:

Reviewed by:

IQAC Co-Ordinator
A. G. Teachers College, CTE
Ahmedabad -380009

Approved by:
I/C Principal
A. G. TEACHERS COLLEGE, CTE
AHMEDABAD



Date of Preparation: 18-1-13 Date of Approval: 17-5-23

Date of Implementation: 18-5-13

#### **SOP for Fee Collection**

**Fee Collection Notice** 

 $\longrightarrow$  Three Days for Payment

**Cash Payment of Fees** 

→ Student will write Sr. No. of Rs. 500 denomination and sign.

Fee Receipt to be given to student on the same day.

Collected Cash to be deposited to College Bank A/c on the same day.

Tuition Fee of boys is deposited at State Bank of India, Bhadra Branch

University Sports Fee & University Cultural Fee is deposited at IITE, Gandhinagr through NEFT.

Prepared by:

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009

AHMEDABAD





Date of Preparation: (8-1-73

Date of Approval: 17-5-23

Date of Implementation: 18-5-13

#### **SOP for Grant**

Grant Release Order received by A.G. Teachers College from Government of Gujarat.

NEFT to A.G. Teachers College Bank A/c from Government of Gujarat

 $\downarrow$   $\rightarrow$  Principal is Informed about the Grant

Grant Utilization as per Guideline Circular

Inform to Grant Utilization Committee

Grant will be Utilized in Co-ordination with Department Co-ordinator

Utilization Certificate to be prepared by A.G. Teachers College.

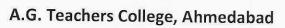
Submit Utilization Certificate to the Sender of Grant

- Activity Grant (UDISHA, Saptdhara, AKAM, Panchprakalp, ECO Club, Innovation Club etc.)
- DEDF Grant

IQAC Co-Ordinator
A. G. Teachers College, CTE
Ahmedabad -380009

Approved by:
I/C Principal
A. G. TEACHERS COLLEGE, CTE,

Prepared by:





Date of Preparation: 18-1-23

Date of Approval: 17-5-23

Date of Implementation: 18-5-23

#### **SOP for Financial Support to Staff**

This scheme will commence from Academic Year 2023-24.

This fund cost will be borne by Ahmedabad Education Society.

Teaching & admin staff will be offered a sum of Rs. 1000 to Rs. 1200 as seed money per annum.

Seed money will be used only as registration fees for attending seminar/webinar/conference/workshop/HRDC Courses/ SWAYAM Courses etc.

No T.A., Publication Charge etc. will be included in seed money.

Seed money will not be carry forwarded for next year and can't be transferred to other colleague.

Seed money will be as reimbursement on producing original receipt of registration fees paid by the staff.

Prepared by:

Reviewed by:

IQAC Co-Ordinator
A. G. Teachers College, CTE
Ahmedabad -380009

Approved by:

I/C Principal
A. G. TEACHERS COLLEGE, CTE,

AHMEDABAD



Date of Approval: 17-5-23



Date of Implementation: 18-5-23

#### **SOP** for Audit

#### **Statutory Audit**

- Quarterly Audit is carried out.
- Auditor checks Cash Payment, Bank Payment, JV, Contra, Bank Receipt, Cash Receipt, Cash Book, Bank Book, JV Book, Manually Fee Receipt Book, Misc. Income Book etc.
- Bank Passbook, Outward Register, Deadstock, Fee Register etc. are also checked.
- In case of any Query, the Auditor suggests necessary action.
- After completion of Financial Year, Balancesheet is finalized.

#### **Internal Auditor**

- Half Yearly Audit is carried out.
- Auditor checks Cash Payment, Bank Payment, JV, Contra, Bank Receipt, Cash Receipt, Cash Book, Bank Book, JV Book, Manually Fee Receipt Book, Misc. Income Book etc.
- Bank Passbook, Outward Register, Deadstock, Fee Register etc. are also checked.
- In case of any Query, the Auditor suggests necessary action.
- After finalization, the Auditor provides a consolidated Report of the year.

Prepared by:

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009 Approved by:

I/C Principal

A. G. TEACHERS COLLEGE, CTE,

AHMEDABAD

CO AHMEDABADE ASSOOS



Date of Preparation: 17-1-23 Date of Approval: 17-5-23

Date of Implementation: 18-5-23

#### **SOP for Other Certificates (Bonafide, NCTE, Transcript etc.)**

**Application from Student** Verification of Documents with College Record Certificate issued by A.G. Teachers College

- Relevant Documents asked by College to be provided.
- Transcript to be issued the next day.
- Transcript Fee Rs. 300/- (5 Copies given to student and 1 Copy kept in College Record)

Other Certificates to be issued on same day.

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009

I/C Principal A. G. TEACHERS COLLEGE, CTE, AHMEDABAD



Date of Preparation: 17-1-23 Date of Approval: 17-5-23

Date of Implementation: 18-5/21

#### **SOP for Migration (For Other University Student)**

Application for Migration Process and Form-1 to be submitted to A.G. Teachers College.

TC Fee Rs. 20/- Collected from Student

Verification of Student from College Record

TC Issued

TC No. to be written on Admission Form of Student Form-1 Duly Signed by A.G. Teachers College Principal and TC is issued to student

Student will submit TC and Form-1 to respective University Online.

- For Issuance of TC, Documents asked by College to be provided.
- Contact details of student to be noted on the backside of the Application Form for communication.

TC will be issued the next day after submission of Application.

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009

ERS COLLEGE, CTE,



Date of Preparation: 17-1-23

Date of Approval: 17-5-23

Date of Implementation: 18-5-23

#### **SOP** for TC Allotment

**Incoming Student** 

College will give TC Application To Admitted Student

Student will submit TC Application To Last Attended College

Last attended college will provide TC to the student

TC will be submitted to A.G. Teachers College Office

Resolution of Grievances, if any

**Maintenance of College Records** 

**Outgoing Student** 

Student will bring TC Application from the College where he/she has taken Admission

TC Fee Rs. 20/- Collected from Student

Verification of Student from College Record

TC Issued

TC No. to be written on Admission Form of Student

- For Issuance of TC, Documents asked by College to be provided.
- Contact details of student to be noted on the backside of the Application Form for communication.
- TC will be issued the next day after submission of Application.

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009

A. G. TEACHERS COLLEGE, CTE, AHMEDABAD





Date of Preparation: 17-1-23

Date of Approval: 17-5-23

Date of Implementation: 18-3-23

#### **SOP for Scholarship**

Giving information to student about scholarship after Government of Gujarat circular

→ College will issue required certificates (eg. Bonafide, Hostel)

Students fill and submit online Scholarship Forms on Digital Gujarat Portal and National Scholarship Portal through their ID.

Hardcopy of Scholarship Application form & documents to be submitted in the Office.

Verification at College Level (Online Form + Offline Form)

Send to Higher Authority for verification in Government (Online) & Submission of Hardcopy of form to Directorate

In case of any query, Form is returned to College ID

Query is sent to student's ID

The College informs students personally also.

The Form is resubmitted once the query is resolved.

Digital Gujarat Portal ID : 5897

National Scholarship Portal ID: GJ-C01812

repared by:

IQAC Co-Ordinator
A. G. Teachers College, CTE
Ahmedabad -380009

I/C Principal

A. G. TEACHERS COLLEGE, CTE,

AHMEDABAD



Date of Preparation: 17 - 1 - 13

Date of Approval: 1ラーターとろ

Date of Implementation: [3-5-23

#### **SOP for Admission**

Admission from Affiliating University

Letter of Admission

**Brochure for College Information** 

College Admission Form to be Filled by Student

**Document Verification** 

Form & Document Submission

Student will fill Google Form to capture student data

Add students in College WhatsApp Group

Allotment of Roll No.

repared by:

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009 Approved by:

I/C Principal

A. G. TEACHERS COLLEGE, CTE, AHMEDABAD



Date of Preparation:

Date of Approval: 17-5-23

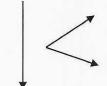
Date of Implementation: 18-5-23

03/02/2023

#### A. G. Teachers College-CTE, Ahmedabad **SOP for Attendance Report**

Orientation about attendance and information of University regulation

Attendance will be taken by In-charge in assembly + Method wise attendance to be taken by Method Master



Prior leave note will be filled for leave

Late coming students Register to be maintained

Compile data on the basis of Assembly + Method attendance

Prepare Excel file and enter data of attendance regularly

Calculation of Attendance

Monthly report to be generated and displayed Ordinance Criteria Fulfilled Ordinance Criteria not Fulfilled

Term Granted

Medical Certificate and other document with application collection to be submitted

Document verification by Principal and Attendance In-charge

Needed Actions to be taken as per University norms

A. G. Teachers College, CTE Ahmedabad -380009

RS COLLEGE, CTE,



Date of Preparation: 93-02-123 Date of Approval: 17-5-23

Date of Implementation: 18-5-23

#### **SOP for Time Table Preparation (For Theory Papers)**

**Get Academic Calendar** 

Get Credit Allotment of Different Subject from Years Work Prof. In charge

Prepare Time Table as Per Academic Calendar and Credit Allotment

Send to the Principal for Approval

Display on notice board and circulate it to the students.

One Copy on Office Record

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009

A. G. TEACHERS COLLEGE, CTE, AHMEDABAD



Date of Preparation: 03-2-33 Date of Approval: 17-5-23

Date of Implementation: (8-5-33

#### **SOP for Time Table Preparation (For Practical Work)**

Academic Calendar

Get the details of Practical work and Professor Name for that task from the Practice Teaching In charge Professor

Prepare Time Table consult with practice teaching in charge professor

Send to the Principal for Approval

Display on notice board and circulate it to the students.

One Copy on Office Record

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009

A. G. TEACHERS COLLEGE, CTE, AHMEDABAD



Date of Preparation: 03-02-23 Date of Approval: 17-5-23

Date of Implementation: 18-5-23

### **SOP for Practice Teaching & Practical work**

#### Academic Calendar of College

 $\downarrow \rightarrow$  If needed modification in Scheduled dates to be done

Get Student's list

Prepare groups as per practical work & practice teaching (method wise/ school wise for relevant tasks)

Send to the Principal for approval

Display on notice board and WhatsApp group of the students

Send one copy to the professors and to the office for record

Prepared by:

A. G. Teachers College, CTE Ahmedabad -380009

Approved by:
I/C Principal

A. G. TEACHERS COLLEGE, CTE,
AHMEDABAD

Date of Preparation: \$7-2-23 Date of Approval: (7-5-23

Date of Implementation: 18-5-23

## **SOP for Prayer Assembly**

Beginning of Academic Calendar

Get Time Table

**Prayer Assembly Orientation** 

Schedule Professors' Model Talk

Allocation of Prayer Assembly Portfolio to 2 to 4 interested students

Preparation of Prayer Assembly Schedule as per Time Table

Prayer Assembly Schedule send to In charge Professor for Approval

Circulate Assembly Schedule to Students' group through WhatsApp

Submission of Student's Talk to In charge Professor for Approval prior to execution

Execution of prayer assembly as per Schedule

Absent students will be deliver talk in assembly twice in next week

Constantly absent students send to meet Principal for further Action

epared by:

A. G. TEACHERS COLLEGE, CTE,



Date of Preparation: 3-3-23 Date of Approval: 17-05 -23

Date of Implementation: 18-25-23

#### **SOP for Centre for Pedagogical Innovation**

Coordinator (Faculty &coordinator identifies the thrust area of the proposed Program/Workshop/Event

Coordinator informs about the proposed program and seeks expert guidance, etc from the CPI Director.

Faculty, Coordinator, and Director finalize the program.

Preparation of brochure

Broad circulation of brochure through different platforms

Registration/Enrollment of stakeholders.

Program/ Workshop/ Event.

Submission of a Program/ Workshop/Event report to the coordinator by the respective faculty

Maintenance of office records.

**Prepare Annual Report** 

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009

A. G. TEACHERS COLLEGE, CTL.



Date of Preparation: 3-3-23 Date of Approval: (3-05-23

Date of Implementation: (3752)

#### **SOP for Exam and Internal Marks**

Getting of Academic Calendar from University

**Academic Calendar of College** 

**Theory Exam** 

Deciding Date, Time Table etc. with the Principal

Intimation to respective professors to draw out question papers.

**Seating Arrangement** 

Implementation of Exam Schedule

Assessment by Subject faculty

**Declaration of Results** 

Resolution of Grievances, if any

**Maintenance of College Records** 

**Practicals & Practice Teaching** 

Discussion & deciding dates of practical works with programmein-charge

Implementation

Input of internal marks in college record

**Verification & Computation of** Marks

Display of Internal Marks on **Notice Board** 

Resolution of Grievances, if any

Submission of Internal Marks at University

Filing of records at college office

CCE

CCE is conducted as per guidelines of University by faculty members in all subjects

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009

A. G. TEACHERS COLLEGE, CTE, AHMEDABAD

3 Date of Preparation: 3-3-1

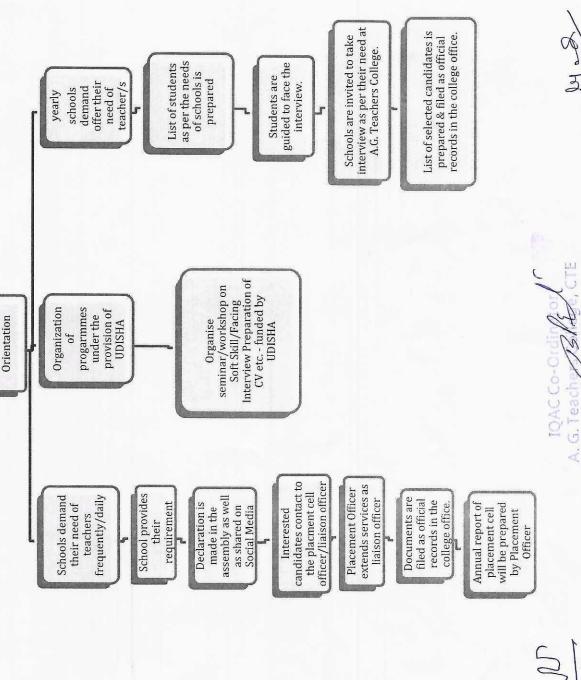
Date of Approval: 1,4-45-123

SOP for Placement Cell

Date of Implementation: 18 - 5-23

COLLEGA

1/ONBACTORING!



Prepared by:



Approveddoxia

Ahmed Reviewed by 009

A. G. TEACHERS COLLEGE, CTE, AHMEDABAD

Date of Preparation: 3-3-23 Date of Approval: 17-05-23

Date of Implementation: 18-3-23

#### SOP for CWDC/Sexual Harrasment/ICC

Constitution of the Committee is as per UGC norms.

Committee will look after any complain forwarded by aggrieved, existing student only.

The type of complaint can be of any type where at least one of the accused should be a student, faculty or staff of the institute. Also, the complain could be related to the facilities provided at the institute.

Student has to file the complaint in written/online mode.

Cell will reflect on the complaint and initiate inquiry, if needed.

Based on the complaint if required, other institutional committees such as Grievance Redressal Committee may be involved.

Based on the findings, complain will be resolved and necessary action may be taken, if needed.

Aggrieved student will be informed about action taken and aggrieved will provide the feedback regarding his/her satisfaction.

- The time to be taken for resolution of the complaint will be dependent on the type and seriousness of the complaint. However, each complain will be taken into consideration within one working day. If need arise, in case of very serious complaint, the actions may be initiated immediately to curtail the forthcoming consequences.
- **Committee Members:**

**Presiding Officer** Member Member Member Dr. K. H. Yadav Dr. R. C. Patel Dr. N. U. Dhodi Mrs. G. R. Parikh

IQAC Co-Ordinator A. G. Teachers College, CTE Ahmedabad -380009

HERS COLLEGE, CTE,

AHMEDABAD

Prepared by:



Date of Preparation: 3-3-23

Date of Approval: 17-23

Date of Implementation: 18-05-23

#### **SOP for Grievance Redressal Committee**

Constitution of the Committee is as per UGC norms.

Committee will look after any complaint forwarded by aggrieved, existing student, faculty or staff only.

The type of complaint can be of any type where at least one of the accused should be a student, faculty or staff of the institute. Also, the grievance could be related to the facilities provided at the institute.

Student has to file the grievance in written/online mode.

Grievance cell will reflect on the complaint and initiate inquiry, if needed.

Based on the complaint if required, other institutional committees such as CWDC, Anti-ragging etc. may be involved.

Based on the findings, complaint will be resolved and necessary action may be taken, if needed.

Aggrieved student will be informed about action taken and will provide the feedback regarding his/her satisfaction.

- The time to be taken for resolution of the complaint will be dependent on the type and seriousness of it. However, each complaint will be taken into consideration within one working day. If need arises, in case of very serious complaint, the actions may be initiated immediately to curtail the forthcoming consequences.
- **Committee Members:**

Chairperson **Nodal Officer** Member Student Representative Dr. S. L. Solanki Dr. K. H. Yadav Dr. R. M. Patel G.S.

Prepared by:

PARTICULARS PERTAINING TO THE EMPLOYEE
SHRT SMT. : Mrs. Kaushal. Himanshu. Yadar.
MARKS OF IDENTIFICATION: Small black mole on right
of left check. :SEX: Female
Date of first appointment: 30-8-97 The Post held: Lecturer
Nature of vacancy: Open Catagory
Period of probation, if any: 2 years Date of confirmation: 38-8-1999
Full Name: Yadav. Kaushal. Himanshu.
(Beginning with Surbatile)
Residential address 8- Mahavinagar Society
B/h L. J. Commerce Collège
Vastrapur, Ahmedabad- 380015
Permanent address:
As above
Native Place: Ahmedabad District Ahmedabad State Gujarat
Date of Birth 1 (By Christian Era-to be verified from the original S. S. C. E. Certificate and/or Muips  Certificate or an Affidavit)  Principal,
A. G. Teachers College,  Abmedahad 380 009
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(In words)  Right date verified with the original School - Leaving.
Birth date verified with the original School - Leaving.
Whether a member of scheduled caste/tribe : Yes/No
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Married/Unmarried: Married Signature
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A. G. TEACHERS COLLEGE STATES
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#### EDUCATIONAL QUALIFICATIONS

(Details of acadenic qualifications, beginning with S. S. C. R.)

CERTIFICATE/ DEGREE/	SCHOOL/ COLLEGE/	Board/		Total	marks		<u> </u>	
DIPLOMA	INSTITUTE	Uni,	Subjects	Max. Marks Marks obtained		Class	Year	Remarks
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H.Sc	A.G. Higher Sec. School	GSEB	Malka, Phy, Chem, Poio, Eng, Chuj	800	410	<sup>अ</sup> ≁ंप	1989	
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A. G. TEACHERS COLLEGE, CTE,

#### PROFESSIONAL TRAINING

(Certificates of merit, achievement and specialized training)

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4	Refresher	M.S. University	14.11-051	0 4-12-200.
5	Refresher	Grujarat University	10.3.2008	30.3.2008
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Date of appo-int-ment	Name of the appointment	Whether Temporary or on Probation or Permanent	Pay-Scale	Initial Pay in the appoint- ment	Additional pay for officia- ting if any	Other emoluments falling under the term ''Pay''	Signature of the employee the item of the control o
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Mad

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A. G. TEACHERS COLLEGE, GTE,

AHMEDABAB



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I/C Principal

A. G. TEACHERS COLLEGE

AHMEDABAD

Date of appo-int-ment	Name of the appointment	Whether Temporary or on Probation or Permanent	Pay-Scale	Initial Pay in the appoint- ment	Additional pay for officia- ting if any	Other emoluments falling under the term ''Pay''	Signature of the employee	Signature & Designation of the Head of the office in attestation of the columns 1 to 7
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A. G. TEACHERS COLLEGE, CTE

TAINING TO THE EMPLOYEE
PARTICULARS PERTAINING TO THE EMPLOYEE  Pariculars Pertaining To THE EMPLOYEE  Pariculars
PARTICULARS PERTAINING TO THE EMILEON Pariculars  SHRI Mrs. Gargi Rajnikant Paricular  SHRI Mrs. Gargi Rajnikant Paricular  Marks of Identification: Inque on Left Cheese  : SEX: Female
INFINITIEI CALIUN :
Date of first appointment 1 07-09-1991 The Post held: Juniar Clerke
Date of first appointment 1 0 7 0 0
Nature of vacancy:
Period of probation, if any: Two Years Date of confirmation:
Full Name: PARIKH GARGIT RAJNIKANT
Full Name: (Beginning with Surname)
Residential address 21, Hansportup Bociety
Benine New Civil Hospital
ASarur Ahmelabal - 380016
Permanent address: As Above
Native Place 1 Ahmesobas District Ahmesobas State Gujann
Date of Birth ! (By Christian Era-to be verified from the
12/10/1970
(In words) October Ninteen Seveny.
Called
Birth date verified with the original School Leaving Confi.  A. G. Teachers cond.  Ahmedabad-380 009
Whether
Whether a member of scheduled caste/tribe: Yes/No
Married/Unmarried: Married
Number of dependants;
Cop co
I/C Principal
A. G. TEACHERS COLLEGE, CTE AHMEDABAD

EDUCATIONAL QUALIFICATIONS

Details of academic qualifications, beginning with S. S. C. E.)

CERTIFICATE/	RTIFICATE/ SCHOOL/ COLLEGE/ Uni.		Subjects Total marks						
DIPLOMA	INSTITUTE				Marks obtained	Class	Year	Remarks	
yes 5.5.c.	Buen garol Nigh sarol Nigh sarol	Good S	inganali, Enghish locied Studies, roman Jivan Vind Aishametic, Buole coops nock,			Second	120	L.16. Pat 1	
A.6.C	11	11	my. English Eco, B.A., Ele. on Alc, B.M.	600	360	First	1988 Wetch	L. 16. Pal-L	
F.J.B.Com	M.S. Sheeth College merce Commons A	mi.							
5,7, B con.	W	<b>\</b>							
L.J. Brown	W.	4	Bom, Star, Account	900	457	Secon	4 April 1991	L.K.Posta	
B.Lib.	IGNOU	IGNOU	Cataloguing classification		489		Dee.		
M.Lib	THE GLOBA OPEN UNIVERS			1000	633	B FIRS	T June	1	

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1/C Principal

A. G. TEACHERS COLLEGE, GT



Date of appo-int-ment	Name of the appointment	Whether Temporary or on Probation or Permanent	Pay-Scale	Initial Pay in the appoint- ment	Additional pay for officia- ting if any	Other emoluments falling under the term ''Pay''	Signature of the employee	Signatun Designa the Hea the offic attestati the colu
	2	3	4	5	6	7	8	9
23/03/3		Permanent	050,7500	1030	-	_	Warith	Pr G. Te
7/1/96	*		êr .	2050	-	-	cefazikh	Ahmeda L A. G. T.
719147	n,	11	7(	1070	-		colorikh	Ahmed Pri G. Tea
7 9192	It	н	3050-75 950-750 3950-80	3425	-	-	ceranits	Ahmeda Pr G Tea
719/49	11	11	)1	3500	-	_	wanty	Ahmeda Princ Teach
7.9 200	•	4	Y	3525-		_	chaile A	hmedaba Print
14 204	4	1	11	3620	-	-	a line A.	det in
1-9-2002	11	11	٨	3472	-	-	colarles A.	Princ G. Teach hmedaba
1. Pj. 03	4	9	,	3800	~	-		Princ G. Teach medaba

A. G. TEACHERS COLLEGE, ETEL

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SERVICE

Date of appo- int- ment	Name of the appointment	Whether Temporary or on Probation or Permanant	Pay-Scale	Initial Pay in the appoint- ment	Additional pay for officia- ting if any	Other emolument falling under the term "Pay"	Signature of the the employee at the latest the statest the table to the statest the state	ignature & esignation of the Head of the office in testation of the columns to 7
1	2	3	4	5	6	7	8	0 7
1-938	Highor Pay S Junior clork 7.9.2000	cale	4000- 100- 6000	4000			(P) A. G	Principal
1.901				4100			(d)	Panelpal,
aror				4200				Frankes Col
6.				4300			cet	Principal
2000				4400			cel Att	Tender Coll medabod-380 0 Principal,
200				4500			cel Ann	Principal, Principal,
, 6, 6, 6, 6, 6, 6, 6, 6, 6, 6, 6, 6, 6,				4600			cel A.	Principal Teachers Co medubod 380
, , se ,				4700			1 -	Principal
0.200t				N800			2	Principal

Hoch

## LEAVE ACCOUNT

(Preliminary calculations should be made in pencil)

TYPE Date	OF LEAV	E Cu or which earned	Period of Service	Leave earned	† Total	Signature of Accountant	Signature of Prof. Incharge A/c.	Signature of the Authority	Leave spent	Balar
	From	То	Service		6	7	8	9	10	_
1	2	3	4	5	0		1	x Portal		11
wage yeal	Amba	Ji Arts		×	46		Pr.	ncipal, chers College,		46
	<b>23 3</b> 96	aı·12·36	9 Months	શ3	69		A. G. Tea	k lotal ncipal, phers College, ad-380009.	12	
	1-1-97	31.1297	1	30	87			Phichar,"	87	5
	1-1 95	31.1298	1	30	o			Principal,	-	30
	1-1-99	3111299		30	60			Principal, Principal,	~ s-	2
	1. (-200	37-12.00	1	30	82			, Teachers Colle nedabad-380 00		85
	( - ( - 200)	37.12.01	١	So	115			Prescripti, Teachers Called		115
	1.1202	अ. १२०२	1	30	145			redabad 380 009		145
		31.15.=3	-	30	175		A. C	Pfincipal, Teachers Colle nedabod 350 00	ge, 45	130
	1.1-2ash	37/12.02	-	30	160			PAGES	37	123
	1.1.3005	37-12-25	,	36	153		A. G. Ahm	Teachers Collegedabad-380 009	, eq	141
	1.1.06	311528	_	30	174			Principal	3	171
	1	311207	-	30	201			Principal	6	19
	1.1.08	31.12.08	1	30	225			Principal	6	218
		31.12.09		30	245		-	- 00-	31	23
	1.(.10	-1.15	١.	30	248	ē.		Principal	12	26
	1. (. (.	31.12.11	1.	30	२66			Principal	-	33
		31.12.12 e commenc		30	296			-AP	-	1

which leave commences.

Number arrived at after adding leave earned (Col 5) to previous closing balance subject to intermediate to int

# CHARGI PARIKH LEAVE ACCOUNT

(Preliminary calculations should be made in pencil)

			-	
		LEAVE	1-	٠ لـ .
-	OF	11111	-	

Service for leave is	earned	Period of Service	Leave earned	† Total due	Signature of Accountant	Signature of Prof. Incharge A/c.	Signature of the Authority	Leave spent	Balance	
From 2	3	4	5	6	Bal 7	8	9	10	11	8
1.1.78	31-12-13	1	30	336	· .		Principal	-	336	3
1.1.14	31.12.14	1	30	3.56	330		110	- "	356	3
1115	31.12.15	(	30	386	330		Principal		386	3
1.1.16	31.12.16	1	30	116	330		Principal Principal	4	412	2
11.17	31 12 17	1	30	442	326		Principal	. 10	432	3
1.18	31-12-18	. 1	30	336	330		Principal	-	300	4
. 1. 19	31-12-19	1	30	330			Principal	09	306	4
1. 2020	31.12.20	1	30	330		Princip	1400	42	288	14
1.1.2021	81-12-21		30	318			Lipado	.10	278	1
1.1.2022	31-12-28	1	30	308			Mar	15	293	
1.1.2023	31.12.20	23 1	30	343				-		
			,		*					
			-							
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	2									
							ly of	>		

Number arrived at after adding leave earned (Col 5) to previous closing balance subject the management allows

## LEAVE ACCOUNT

(Preliminary calculations should be made in pencil)

TYPE	OF LEAV	E SI	SK	leav	P	Signature	Signature of	Signature	1	\
•Date	Carrier	for which s carned	Period of Service	Leave carned	† Total due	of Accountant	Prof. Incharge A/c.	of the Authority	Leave spent	Balan
	From	To	4	5	6	7	8	9	10	11
1	2	3			(81)		1	x Potel		(87
્રેસ-૩- ૧6 તુંક્ત્રી_	Ambaj Colle				8 k.		A. G. Tea	noipal; chers College, pad-380009.	,	84
<i>b.</i> –		31-12-36	e Menths	11	Al		A. G. Tea	incipal; ohers College,	٦١	31
	1-1-93	31,129}	ı	15	46		Ahmeda	b d 380000.  D SLTI . Principal,	-	46
	17,98	3,1298	1	15	Gı			Wish 71	06	53
		311149	1	15	70		1	Principal, Prio Par Touchard College	03	63
	1.1.00	31-12-00	_1	72	83			dabad 380 009	<u> </u>	7.8
	1.1.01	31.12.01	1	15	93		AG	Practical, Teachers College	-	.d3
	1.1.02	31-12-02	\	15	108		Ahm	edabad-380 009	· -	108
	1-1-03	31-12.03	1	15	123		A. G.	PARTAI, leachers College	03	120
	1.1.oh	31-12-04	)	15	13.5		Ahm	edabad-380 009	03	13'
	1.1.05	31.12.05	1	15	伸手	•		Teachers Colleg redabad 380 00:		14:
	1-1-06	31.1246		1.5	162			Principal		162
	1-1-02	31,120)		15	177			Principal	-	4
	1.1.08	31.12.08	1	12	192	75		Principal	-	19
	1.1.09	31-12-09	1	12	207			-28-	-	403
	terto	31-12-10	1	15	222			Principal	-	23
	1.1.11	31.12.11	1	15	237			Principal		85
	1.1.12	81.12.12 e commeno		15	asz	WACHER!	SEN SEN	Principal	1	نسا

<sup>\*</sup> On which leave commences.

I/C Principal

A. G. TEACHERS COLLEGE, 676,
AHMEDABAB

<sup>†</sup> Number arrived at after adding leave earned (Col 5) to provious closing balance subject to maximum allowed.

## LEAVE ACCOUNT

(Preliminary calculations should be made in pencil)

leave is	or which earned To	Period of Service	Leave earned	† Total due	Signature of Accountant	Signature of Prof.	Signature of the	Leave	Balance
2	3	4 .	5	6		Incharge A/c.	Authority	spent	Dalance
1.1.13	31.12.13	1	15	267	Total	8	9	10	11
1.1.14	31-12-14		15	282			The state of the s		282
M-15	31-12-13	7	12-	297			Principal Principal	3)	297
	31.12.16		12	315					31 2
			15	327			Pringinal		327
	31.12.18		12	327	342		Moder.		342
1.1.19	81.12.19	1	15	342	357		. 1		357
1-1-20	3112.20		15	357	372		Mal		372
1.1.203	131.12.20	( 1	15	372	387		1		387
11.2022	31.12.20	22 1	15	387	402		*		402
1.1.202	3 31.12.20	23 1	15	407	422				
	-								
								•	
		-		-					

Number arrive at after adding leave earned (Col 5) to previous closing balance subject to maximum superiors I/C Principal FGE, GTE,

PARTICULARS PERTAINING TO THE EMPLOYEE	
SHRI_SHAMALBHAI LALABHAI SOLANKI	
MARKS OF IDENTIFICATION: A small black mole on the palm of : SEX: Male	the sigh
Date of first appointment 1 11-9-97 The Post held: Lecturer	
Basesona Cataman	
Nature of vacancy: Reserve Catagory	
Period of probation, if any: 2 yeqxs Date of confirmation: 11-9-99	
Full Name: SOLANKI SHAMALBHAI LALABHAI (Beginning with Surname)	
Residential address	
Permanent address: At: Rakanpur Post: Sanlet	
Ta: kalol	
Pm code: 382721	
Native Place : Rakanpux District Mehsama State Gujarat	
Date of Birth 1 (By Christian Era-to be verified from the original S. S. C. E. Certificate and/or Mu Certificate or an Affidavit)	
First June Minuteen hundred sixly five A	e
(In words)	al,
Birth date erified with the original School laving A. G. Teachers	College,
	100 005.
Whether a member of scheduled caste/tribe : Yes/No	
ed/Univarries: Married of law	
of dependants: (Signature)	800
CHERS	
G AHMEDABAD TO	
A. G. TEACHERS COLLEGE, GTE,	
A. G. TEACHER BAD	The same

# EDUCATIONAL QUALIFICATIONS

octails of academic qualifications, beginning with S. S. C. F.

CERTIFICATE/ DEGREE/ DIPLOMA	SCHOOL/ COLLEGE/ INSTITUTE	Board/ Uni.	Subia	Total	marks			
DIPLOMA			Subjects	Max. Marks	Marks obtained	Class	Year	Remarks
5.5.C.E	shah V.H.H. high school ognaj.	oandli. Nagar	commerce	800	340	TIL	murch 1982	
4. s.c.E.	UH98 Buniyadi Vidjalajee Zilia	oundhi.	Agrii f English	800	599	エ	1984 1984	
5, y . B . A .	L. D. Arts Ahmedabad	ori.	English	900	449	皿	J47e_ 87	
), Ed.	s.T.T.Ed. college Vasna	ani.	English Onjevlati	1000	656	I	July 88	
M.Ed.	Original Violyapith Ahmadabad	vidycepith	Education	900	542	I	June 96	
M· A.	external ory.	ory.	english	800	34.0	<u>III.</u>	91 June-	1
Ph.D.	Education	GNi. Uni.	Education	1	5 -	-	30.10	2010
							1	101

Ph.D. Notification No. PGI-PhD 7279 "consolution and Standardizetter-or Langue prthe secondary school teres 2010 Perte: -30.10.2016 Profociency Tother English SAHMEDAHAD 380008

A. A. TEACHERS COLLEGE, GTH

PROFESSIONAL TRAINING

(Certificates of merit, achievement and specialized training)

teacher witnostroenes

of quality

tomes enres for improvement

No.	Subject	Institution/Agency	Period From To				
1	Refsher come	Cayand Univery Ahmen		23-11/2000			
L	REFSHOW Course	Quint Universe Shower	31-3-2001	17-4-2131			
)	orienzation	And Training mount Mr.	9-4.2002	2714-2002			
4	Course	Saurashtra University Rejkat	8.12.2003	4.1.2004			
5	Restresher	M. S. University Baroda	14.11.2005	4.12.2005			
6	Refresher Course	Grygarat University Ahmedarbad	10.3.2008	30.3.2008			
7	Orientation Programme on Research live time	National University of Educational Planning & Administration New Delhi	16. 3.2009	27-3-2009			
	Recuery Methodology	Abmun Lybrian	21-5-07	24-8-07			
٩	Nationy Worldy on Reasons Writing	Centre For Abrana Stray in Education Faculty of Education Comp Psychology THE M.S University of Bornago	22-1-49	26.9.19			
1	Training Bogsumme in your Education for Educators for Secondary Level	N.C. E.R.T. New Delhi	16.12.2009	23. 12.2009			

A. G. TEACHERS COLLEGE, CTE,

							CONTRACTOR OF THE CONTRACTOR O		200
	Date of appo-int-ment	Name of the appointment	Whether Temporary or on Probation or Permanent	Pay-Scale	Initial Pay in the appoint- ment	Additional pay for officia- ting if any	Other emoluments falling under the term ''Pay''	Signature of the employee	Signature & Designation of the Head of the office in attestation of the columns 1 to 7
	1	2	3	4	5	6	7	8	9
	11 77	Lechor	Probable for the	2200-145 2500-160 -4000	22001-		1	Vimalitas	Princip  A. G. Teacher  Ahmedabad
	1 45	lı	u	h	2275/-			orosfanl	Principe A. G. Teacher.
	1998	M	permulu	3500/ 375- 13500/	8275	* ,		222 femb	A G Tencher
H 1980 - 1	1-09	'1	4	1)	8550		•	orostanl	A. G Teacher.
	1-09	И	11	T <sub>4</sub>	4872				Teachers College
	1,09	u	N.	<i>y</i>	9100			A. G.	Teachers College
	2002	Ιχ	',	y	9374			orosall A. G.	Principal, Teachers Collegedabad-380 000
	1-9	м	4	7	9650	,		Prii	hers College, ad-380 009.
	1-9	٧	Y	y and	9925			A. G. Ahm	Principal/ Teachers College equabud-380 009
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1.9.2003. 10000

1.9.2004 10325

I/C Principal

A. G. TEACHERS COLLEGE, GAMMEDABAD



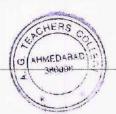
Date of appo-int-ment	Name of the appointment	Whether Temporary or on Probation or Permanent	Pay-Scale	Initial Pay in the appoint- ment	Additional pay for officia- ting if any	Other emoluments falling under the term ''Pay''	Signature of the employee	Signature & Designation of the Head of the office in attestation of the columns 1 to 7
1	2	3	4	5	6	7	8	9
119 2005	Lee turer	Perma had	325 15000	10656			A. 6. T	rincipal, achers College abad-386 009
1-9	4	74	77	10975			' A. G. T	rincipal rincipal eachers College abad-380 009
19	N.	14	11	11300			Princ A. G. Teache Ahmedabac	rs College.
18° 4	,	,,	12400 -	12000			Princip  A. G. Teache  Ahmedahad	rs College, 380 009.
1-9-09	A VF Pani	12600-	inn Cf	12420 B-3)		,	A. G. Teache Ahmedabad	pal, Spanis College,
1-7-10		1		25100+	3000		orospul	Principal
1.7.11				26100+	6000		0888 aus	Principal
1712	"	i		27136 +			ososanl	oripcipa.
1.3.13	3900 - 3900 (37)	11	9000	1	20\$1 ft	(00185.	ososan	Principa

11.9.2011 - 87400 + 9000 1.9.2012 - 38800 P 9000

I/C Principal

G. TEACHERS COLLEGE, GTE,

AHMEDABAD



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Date of appointment	Name of the appointment	Whether Temporary or on Probation or Permanent	Pay-Scale	Initial Pay in the appoint- ment	Additional pay for officia- ting if any	Other emoluments falling under the term ''Pay''	Signature of the employee	Signature & Designation of the Head of the office in attestation of the columns 1 to 7
1	2	3	4	-5	6	7	8	9
1.7. 2014	Lecturer	Permanent	37400- 67000-9000	41720+	3000		arsfaul	Pribcipal
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1.7.316	"	"	"	44820+	3000		orssamb	Principal
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1718	- 11	,, ,		48110	+9000		ossofands	Procipal
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1.7-21	u \			161600			orres faul	Mor
1.7.22	.11	(		168400			mofan	M 92

I/C Principal

I/C Principal

A: G. TEACHERS COLLEGE, GTE:

AHMEDABAD

CHERS COLLAND COLLAND