

GATEWAY EDUCATION Delhi-NCR, Sonipat	Office Order Policy on Unnecessary Inter-Departmental Movement	DOC: GE/HE/DG OFFICE/2025/141 REV: - DATE: 24 Sep 25 PAGE: 1 of 2
----------------------------------------------------------	-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

1. Purpose: The purpose of this policy is to regulate and streamline inter-departmental movement among staff and faculty members during working hours. The objective is to ensure a focused, collaborative and productive work environment while maintaining discipline and minimizing disruptions to academic and administrative operations.

2. Scope: This policy applies to all teaching and non-teaching staff of Gateway Higher Education across all departments and units.

It does not apply to:

- (a) Students
- (b) Visitors, vendors and contractors
- (c) External resource persons invited for academic/administrative purposes

3. Policy Guidelines

3.1 General Conduct

- (a) Staff and faculty members are expected to remain within their designated departments or duty areas during official working hours, unless assigned cross-departmental tasks.
- (b) Movement must not interfere with teaching schedules, examinations or student services.
- (c) Any inter-departmental visit must be carried out in a professional and time-conscious manner.

3.2 Authorized Movement

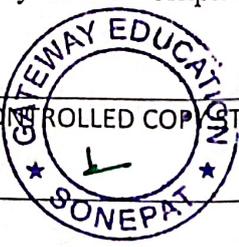
- (a) Inter-departmental visits for meetings, academic collaboration or administrative requirements must be pre-approved by the respective Department Head or Coordinator.
- (b) Wherever possible, such visits should be scheduled in advance to avoid disruption of ongoing activities.
- (c) Emergencies or urgent matters should be communicated to the concerned authority before proceeding.

3.3 Movement Logging

- (a) Staff leaving their department for more than 30 minutes must log their movement in DigiiCampus (CHC Services – Staff Movement)

3.4 Unnecessary Movement

- (a) Casual visits, prolonged socializing or frequent informal movements between departments during working hours are strongly discouraged.
- (b) Such behavior may be interpreted as unprofessional and may negatively affect workplace productivity.

APPROVED BY  24 Sep 25 Dr. (Col) A Garg Director General Gateway Education	ISSUED BY  24 Sep 25 Dr. (Col) A Garg Director General Gateway Education	CONTROLLED COPY STAMP 
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------

GATEWAY EDUCATION Delhi-NCR, Sonipat	Office Order Policy on Unnecessary Inter-Departmental Movement	DOC: GE/HE/DG OFFICE/2025/141 REV: - DATE: 10 Sep 25 PAGE: 2 of 2
----------------------------------------------------------	-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

3.5 Accountability

- (a) Department Heads are responsible for monitoring staff presence and ensuring compliance
- (b) Repeated or unjustified inter-departmental movement may result in:
- Verbal or written warnings
 - Reporting to Human Resources
 - Reflection in performance appraisals, if persistent.

4. Exceptions

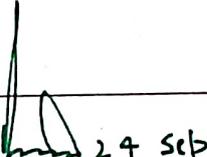
- (a) Staff assigned multi-departmental duties or holding cross-functional roles are exempt, provided movements are in line with official responsibilities.
- (b) Faculty visiting labs/workshops, Examination Cell, Admissions Cell or IQAC for official tasks.
- (c) Administrative staff deputed for campus-wide responsibilities (maintenance, IT, admin support).
- (d) Any staff member requiring a special exemption must obtain written approval from the concerned authority.



Dr. (Col) A Garg
Director General

Distribution: Principal GCAD, Principal GIET, Principal GCP, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head IIC & E, Head Consultancy Cell, Head Admin & EEM Cell, Registrar, Head HR, Head ITS, Estate Officer & Head Maintenance, Head Purchase, Head AS&H, COE, IQAC Coordinator, and All Teaching & Non-Teaching Staff

Copy to: Chairman, Executive Chairman & Executive Directors

APPROVED BY  24 Sep Dr. (Col) A Garg Director General Gateway Education	ISSUED BY  24 Sep Dr. (Col) A Garg Director General Gateway Education	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------