GUJARAT BIOTECHNOLOGY UNIVERSITY

ACADEMIC DEPARTMENT

GBU/ADM/243/2022-23/227   Date: 22/05/2024

Standard Operating Procedure (SOP)

Sub: Standard Operating procedure (SOP) for Payment of Stipends to M.Sc. Biotechnology Students of Gujarat Biotechnology University

Ref: Approved office note no.: GBU/Adm/e-file/265/2024/0324/Admin dated 18.05.2024

Objective:

This SOP establishes a standardized framework for the payment of stipends to M.Sc. and Ph.D. students at Gujarat Biotechnology University (GBU). The objective is to ensure a systematic process for disbursing stipends in accordance with university policies and regulations.

Procedure and Responsibilities:

- ➢ **Responsibilities of Students:**
    - ✓ Register biometric entry on every working day as per the approved academic calendar.
    - ✓ Attend all scheduled lectures and laboratory work as per the timetable provided on ERP login.
    - ✓ Adhere to the maximum limits of 15 casual leaves and 30 medical leaves per calendar year. Obtain prior approval from the Director of GBU for any leaves other than those specified.
    - ✓ Seek prior approval from the Academic HoDs of GBU before skipping any lectures or laboratory work.
    - ✓ Verify attendance records on GBU's ERP system.

- ➢ **Responsibilities of Faculty:**
    - ✓ Submit academic and research timetables on the University's ERP at the beginning of each month.
    - ✓ Upload student attendance records (session-wise) on GBU's ERP.
    - ✓ Sign joint attendance reports for students engaged in project work outside GBU.

- ➢ **Responsibilities of Academic HoDs:**
    - ✓ Approve and update faculty timetables.
    - ✓ Ensure EOD submission of student attendance records by faculty.
    - ✓ Certify month-wise attendance for stipend calculation purposes.
    - ✓ Issue office orders for modifications in attendance mechanisms for students engaged in academic and research activities outside GBU.

- ➢ **Responsibilities of Academic Dean:**
    - ✓ Verify and countersign attendance and leave records.

✓ Communicate any sudden changes in academic schedules to the IT Department for attendance record modifications.

- **Responsibilities of Director:**
  - ✓ Approve student attendance and leave of absence.

- **Responsibilities of Academic Department:**
  - ✓ Process stipend payments based on attendance and approved leave records. 20th of Every Month shall be the cut-off date for calculation.
  - ✓ Initiate e-sarkar file for Registrar approval through Finance Department by the 22nd day of every month.
  - ✓ Forward e-sign office orders through e-tappal for stipend payment to the Finance Department immediately after competent authority approval.

- **Responsibilities of Finance Department:**
  - ✓ Disburse stipend payments within 03 working days of receiving e-sign office orders.
  - ✓ Maintain detailed records of stipend payments.
  - ✓ Monitor stipend payment process for accuracy and compliance with institutional policies.

- **Responsibilities of IT Department:**
  - ✓ Enable GBU students, faculty, and staff to login to GBU's ERP.
  - ✓ Ensure daily recording of biometric attendance in GBU's ERP.
  - ✓ Maintain functionality of GBU's ERP for stipend payments and attendance record keeping.

- **Payment Schedule:**
  - ✓ Stipend payments will be disbursed monthly, on or before the 10th working day of GBU.
  - ✓ Payments will be made via direct deposit to student bank accounts.
  - ✓ Stipend amounts will be calculated based on approved rates and eligibility duration.
  - ✓ Students can provide feedback or report concerns regarding stipend payments through their ERP login only.

This order is issued as per approval of competent authority vide note GBU/Adm/e-file/265/2024/0324/Admin Dated 18th May 2024.

Deputy Registrar

CC To; All Concerned and IT Department to put it on GBU Website and ERP