

OFFICE ORDER

1. **Timings for Administrative Staff.** With immediate effect the following timings will be strictly followed by all **administrative staff** including those with the academic institutions :-

<u>S. No</u>	<u>Category of Staff</u>	<u>Reporting Time</u>	<u>Lunch Time</u>	<u>Tea Break</u>	<u>Dispersal Time</u>
(a)	Students' Sections of all institutes	10 am	1 pm to 1.30 pm	4 pm to 4.15 pm	Not earlier than 5.45 pm
(b)	Accounts Section	10 am	Half Staff 1 pm to 1.30 pm Remaining Staff 1.30 pm to 2 pm	-do-	-do-
(c)	Pratishthan Staff	09 am	1 pm to 1.30 pm	-do-	-do-
(d)	Peons	09 am	1pm to 1.30 pm	-do-	Not earlier than 06 pm

2. **Timings for Academic Staff.** With effect from 22 April 2024, working hours for the **academic staff including the head of the institutions** will be as under:-

(a)	First Shift	08 am	10.30 am to 11am	02 pm to 02.15 pm	Not earlier than 3.30 pm
(b)	Second Shift	10 am	1.30 pm to 02 pm	4 pm to 4.15 pm	Not earlier than 5.30 pm

3. **Morning prayer (National Anthem) is compulsory for all institutes**, except when exams, CETs, any special academic, cultural or sports activities are to take place. This prayer will be attended by **all students, all faculties**, except those who are on leave or duty, and **head of the institutions**. In case we think without the head of the institute and faculty attending the morning prayer, the students will automatically attend, then we are living in "fools' paradise".

4. Attendance of all staff, irrespective of their position, for their salary will be considered as per the above timings on biometric reader/ERP. **Timings for any special activities, such as admission, NAAC, NBA, etc will be decided by the Head of the Institutes.**

SYP/Policy/05/24
Ch. Sambhajinagar
20 Apr 2024


(Col Joy Daniel)(Retd)
CEO

Distr :-

1. All Principals
2. Accounts Section
3. Registrar
4. Manager Admin
5. Coordinator Academic & Students' Activities