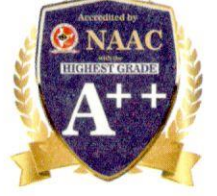




Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)



Ref. No. VT/R/C/New Working Hours/23-24/167

Date: 24.06.2024

CIRCULAR

This is, by direction, to inform that the institution is introducing a new policy to streamline attendance and working hours. Accordingly, the total Working Hours for Faculty Members are 8 hours and 15 minutes per day with effect from 26.06.2024. This will facilitate the faculty members to be available on the campus and to handle classes till 5.45 p.m.

The Faculty members can choose their incoming / reporting time and record their attendance through the biometric system as per the following options:

Option 1: Faculty members designated to report for duty at 7:30 a.m. may sign in any time up to 8:30 a.m.

Option 2: Faculty members designated to report for duty at 8:30 a.m. may sign in any time up to 9:30 a.m.

Regardless of the reporting time, the faculty members, who sign in within the flexible time limit must complete 8 hours and 15 minutes of work each day. If a faculty member reports for duty earlier than the designated start time, he/she has to count the total working hours only from the respective designated start time and not from his/her actual time of reporting for duty.

The one-hour permission / late permissions / biometric attendance discrepancies are no longer accepted. If the Faculty members do not sign in within the flexible time limit, they may submit half-day CL/EL through the proper channel.

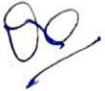
The Faculty members must be available in their respective departments for academic work including department meetings, mentoring, counselling, auditing, etc. as directed by the Head of the Department.

All the faculty members are requested to extend their fullest cooperation for the successful implementation of the new guidelines to maintain a disciplined and productive working environment.


24/06/2024
REGISTRAR
Prof. Dr. E. Kannan
Registrar

Copy to

1. Office of the Vice Chancellor
2. Deans
3. Controller of Examinations
4. Heads of the Departments / Sections
5. Finance Officer
6. Web Admin



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