



G.L. BAJAJ INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, New Delhi & Affiliated to Dr. APJ Abdul Kalam Technical University, Lucknow

Ref. No: GLBITM/NOTICE/RO/2020-21

Date: -30.09.2020

NOTICE

I have been directed to inform you that:

Regarding College Timings

1. College timings shall be observed as 9:00 AM to 5:00 PM w.e.f. 1st October 2020.
2. Attendance through digital mode at every time of arrival and departure is mandatory for everyone, reason whatsoever. If any employee fails to punch his/her attendance on arrival/departure, he/she will be considered as 'Absent' from the institute for whole day.
3. A grace of 15 minutes (upto 9:15 AM, seven times in a month) has been granted for compensating the late arrival, reasons whatsoever.
4. An employee can avail two short leaves in a month with the proper prior permission of respective Head of Department. Period of each short leave should not exceed to 2 hours. All are requested to submit their short leave applications to security personnel at gate. Please note that advantage of short leave shall not be granted without properly sanctioned short leave applications.

Conditions Regarding Leave

1. All (Faculty, Staff and Class-IV) are, hereby informed that before proceeding on any type of leave, the proper prior permission from respective HOD is required, if any employee fails to do so (reason beyond control), he/she is required to submit his/her leave applications within two working days after rejoining the duties. Leave applications submitted after two working days will not be entertained and the period shall be treated as leave without pay.
2. Balance of leave shown on the WEB-SIM is the sum of total leaves of an employee upto end of the year, if any employee wishes to know his/her exact status of leave available in his/her account, he/she may contact to the Office.
3. Proper engagement of all scheduled classes for entire leave period by an alternate teacher is mandatory.


REGISTRAR

Copy to:

1. The Director – kind information please.
2. All Head of Deptt / Section I/c – for circulation among the faculty and staff members
3. Administrative Officer – For compliance at security personal level.
4. System Administrator – for necessary changes in ERP portal.