

14.01.2019

**NOTE**

In the reference of the Academic Council meeting held on 18<sup>th</sup> Dec'18, two slots of Institute timing were proposed as follows:

- **Slot 1 – 9:00 a.m to 5:00 p.m**
- **Slot 2 – 10:30 a.m to 6:30 p.m**

Accordingly, HoDs may allow 10% of members of respective department including faculty and staff for flexible timing of the Institutions.

HoDs, Kindly identify your department member for flexible timings and submit the list to the Department of HR.

**Dean (Academics)**