



নিবন্ধক কার্যালয় / कुलसचिव कार्यालय / Office of the Registrar
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

ভারত সরকারের শিক্ষা মন্ত্রকের অধীনে একটি জাতীয় গুরুত্বপূর্ণ প্রতিষ্ঠান / भारत सरकार के शिक्षा मंत्रालय के अंतर्गत राष्ट्रीय महत्व का संस्थान / An Institute of National Importance under MoE, Government of India

No. RDO/ 1467 /25

Dated: 18 December, 2025

MEMO

The undersigned is directed to convey that the Board of Governors in its 33rd Meeting held on 19th November, 2025 approved the following w.r.t the Working Hours of the Employees of the Institute

- (i) Institute timing, as approved by the erstwhile Executive Committee and circulated by the Registrar, and the Resolutions of the 40th meeting of the Senate regarding office timing of the Institute applicable to the faculty members were noted.
- (ii) A circular to this effect for all teaching and non-teaching departments be issued for needful adherence by respective stakeholders and also maintaining the parity in timings for enhanced work efficiency.
- (iii) The Director was authorized to implement monitoring procedures for ensuring the timely attendance after due evaluation of the attendance.

This is for information and necessary action please.

Registrar & Secretary, BoG

1. Dean (P&D)
2. Joint Registrar (Finance)
3. Superintending Engineer
4. Executive Engineer (Civil)

Copy to:

1. Deputy Registrar (Establishment -II)
2. PS to the Director
3. PS to the Registrar
4. Institute Website

BoG : 33:14

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