



**MAHATMA GANDHI UNIVERSITY**  
(Abstract)

MGU Estt:- Working time of Teaching Departments of Mahatma Gandhi University - Sanctioned  
- Orders issued.

ADMINISTRATION A II SECTION

U.O.No.1023/Ad. AII (2)/ 2016Admn.

Dated, Priyadarshini Hills,: 19.02.2016

Read : (1) Note No.Regr./02/119/2016 dated 06.02.2016  
(2) Circular No.Ad.AII/02/49/2016/Admn dated 13.01.2016  
(3) U.O.No.5322/A1/2008/Admn dated 15.12.2008  
(4) Mahatma Gandhi University Statute 1997, Chapter 3, Statute 21

**ORDER**

As per the U.O. read as paper (3), the working time of Mahatma Gandhi University Teaching Departments was scheduled from 9.00 AM to 5.00 PM, with a lunch break of one hour from 1.00 PM to 2.00 PM. As per the circular read as (2), a Biometric Attendance Recording System in respect of teachers of all Statutory Departments, Inter University Centres & other Centres of Mahatma Gandhi University was implemented from 15<sup>th</sup> January 2016.

A flexible time schedule is considered for teachers in the University Teaching Departments since their work load and the time required to be spent in the University are as per UGC Regulations. As per the UGC Regulations, teaching staff have to put in thirty hours of work a week which translates to six hours a day, excluding one hour lunch break in a five day week.

It is therefore specified that working hours of University Teaching Departments will continue to be from 09.00 AM to 05.00 PM since the same has been decided by the Syndicate but teachers can choose any of the three time slots, as :

- (i) 09.00 AM – 04.00 PM
- (ii) 09.30.AM – 04.30 PM
- (iii) 10.00 AM - 05.00 PM

It is also specified that the punching in the teaching departments has to be done between 08.45 AM and 05.15 PM on all working days. However the teachers are allowed to continue with their work in the department even after the punching time, if they desire.

The Hon'ble Vice Chancellor has accorded sanction to the aforementioned time slots and the Directors/Head of the Departments are hereby directed to prepare a time table for their respective Departments, choosing one of the time slots specified above.

The University circular read as paper (2) has been modified to the above extent. The other clauses/condition will remain as such.

(Contd.....2)

Orders are issued accordingly.

Sd/-  
SUBAIDHA K  
ASSISTANT REGISTRAR II (ADMN)  
FOR REGISTRAR

Copy to:

1. All HoDs/Directors of Statutory Departments/Centres
2. PS to VC/PVC
3. PA to Registrar/FO/CE/DCDC
4. JD/LFA
5. PRO Sn./Records Sn./ FCC/AcC
6. AR/DR/JR(Finance)
7. SF/FC/ Content Management Cell
8. Ad. A I/Ad. AIII/Ad. AIV/Ad. AV/Ad. AVII

FORWARDED/BY ORDER

  
SECTION OFFICER

(File No. Ad.AII/2/49/2016/Admn)