

# I.T.S Engineering College, Greater Noida

## COLLEGE TIMINGS & WORKING HOURS

<u>Category</u>	<u>Work Week</u>	<u>Work Hours</u>	<u>Lunch Hour</u>	<u>Weekly Offs</u>
<b>Teaching Staff</b>	Mon-Sat**	9:00 AM - 4:50 PM	30 minutes lunch break (between 12:35 - 1.30 PM)	All Sundays and 1 <sup>st</sup> & 3 <sup>rd</sup> Saturday
<b>Technical Staff*</b>				
<b>Admin Staff*</b>	Mon-Sat	9 AM - 6 PM	30 minutes lunch break (between 12:35 - 1.30 PM) and 2 tea breaks of 15 minutes each in morning and evening	All Sundays

\*\* Working Saturday – 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> (if any)

\* As decided at the time of appointment or as applicable to different categories according to their work profile, time slot for different categories of staff are as follows: -

	Category	Staff	Department	Timings
A	Teaching Staff	HOD, Professor, Associate Professor, Assistant Professor, Teaching Associate	-	9.00 am to 4.50 pm
B	Technical Staff	Lab Technicians, Jr. Lab Technicians, Technical Assistants, Sr. Technical Assistants	-	9.00 am to 4.50 pm
C	Admin Staff	All Accounts staff	Accounts	9.00 am to 6.00 pm
		All Library staff	Library	
		All Store staff	Central Store	
		All APO staff	APO	
		Admission Coordinator	Admin	
		P.A.		
		Admin Officer		
		Purchase Executive	Purchase	
		All HR staff	HR	
		All IT staff	IT	
		All CRC staff	CRC	

**Note:** However, keeping in view the exigency of the work, employees may be asked to come on holidays, at the discretion of College Authorities.

- ❖ Employees below Asst. Manager level, coming on their weekly-offs can avail Compensatory off other than Sunday or will be compensated with an extra pay.