



BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

January 23, 2024

OFFICE MEMORANDUM

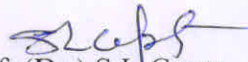
Sub: Instructions on Record of Attendance through BBAMS – Reg.

In accordance with Office Order Ref. No. GO/OO/BBAMS/2023-24/4712 dated 16th January 2024 and GO/OO/BBAMS/2023-24/4720 dated 17th January 2024 and further discussion with the Registrar, BIT Mesra, it is hereby brought to the notice of all faculty members for necessary compliance on the following modified instructions for record of attendance through BBAMS. The same shall be observed from 26.01.2024 and shall be reviewed further.

- (1) The time slot for arrival attendance is to be maintained between 8.00 a.m and 10.30. a.m and departure attendance subject to 8.30 hours of working. Attending office beyond 10.30 a.m shall be treated as late coming.
- (2) The maximum working time in one full working day shall not be recorded more than 9 hours (i.e. between 8.00 a.m and 7.00 p.m).
- (3) The lunch break shall be for 30 minutes i.e between 12.30 p.m and 2.30 p.m. However, at least one biometric attendance is required during lunch break.
- (4) For any half day's Casual Leave availed date, in case the leave is for the forenoon, the maximum duration in 2nd half shall be considered for 04 hours (i.e between 1.30 p.m and 7.00 p.m) and in case the leave is for the afternoon, the maximum duration in 1st half shall be considered for 04 hours (i.e between 8.00 a.m and 1.30 p.m).

Faculty members must ensure that classes and other academic assignments should not be affected due to observance of these modified instructions.

All other instructions of BBAMS guidelines along with related OMs / OOs issued earlier in this regard shall remain unchanged.


Prof. (Dr.) S L Gupta
Director

Copy forwarded for information to:

- (1) All faculty members – through email