VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA
ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବୁର୍ଲା

(A UGC Recognized State Government University by an Act of Assembly, Estd. -1956)
P.O. Engineering College, Dist: Sambalpur, Odisha, (India) -768 018
www.vssut.ac.in. e-mail: vc@vssut.ac.in, registrar@vssut.ac.in

No. VSSUT/OOR-10/ 6/4 / 2025   Dated: 26.06.2025

OFFICE ORDER

The University will function as per day office timing with effect from 1st July, 2025. All the regular employees (Teaching & Non-teaching), Guest faculty, Outsourcing staff & Ph.D scholars are requested to put their biometric attendance in all working days as per the Office order circulated vide No.VSSUT/OOR/939/2024 dated 29.11.2024 (copy enclosed).

By the order of Vice-Chancellor,

REGISTRAR

Memo No: - VSSUT/OOR-10/ 6/5 /2025   Dated: 26.06.2025
Copy to:

1. All Deans / Director, IQAC/ HODs/ HOPs/ Professor T&P/ PICs/ Workshop Suptd./ COE/ COF/ OS/ SOs with a request to circulate among the staff of their respective Department/Section.
2. PIC, Central Computer Facilities for information and necessary action.
3. PIC, Central Library for information and necessary action.
4. Dean, Faculty & Planning for information with a request to hoist this in the notice section of the University website.
5. PA to VC for kind information of Hon'ble Vice-Chancellor.

REGISTRAR

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(73)

No, VSSUT/OOR/ 939 /2024   Dated: 29/11/2024

OFFICE ORDER

In continuation of the office order No.VSSUT/OOR/ 843 /2024 dated 29.10.2024, it is for the information of all regular employees (teaching & non-teaching), Contractual teachers, outsourcing employees and Ph.D. students that the 1st, 3rd and 5th Saturdays are full working days in the University. Henceforth, the timing of the University* will be as per the following with immediate effect :-

Name	Timing for Monday to Saturday (except 2nd, 4th Saturdays, Sundays & Holidays)	Lunch Break	Check in time for biometric attendance	Check out time for biometric attendance
Class hours	9.00 AM to 5.00 PM	Flexible Break of 1.00 hour between 1.00 PM to 3.00 PM	8.30 AM to 10.00 AM	4.30 PM to 7.00 PM
University Administration	10.00 AM to 5.30 PM		9.30 AM to 10.30 AM	5.00 PM to 7.00 PM
Central Facilities	8.30 AM to 8.30 PM (1st Shift – 8.30 AM to 2.30 PM & 2nd Shift – 2.30 PM – 8.30 PM)	No break	1st Shift - 8.30 AM to 9.00 AM 2nd Shift - 2.30 PM to 3.00 PM	1st Shift - 2.30 PM to 3.00 PM 2nd Shift - 8.30 PM to 9.00 PM
Dispensary	8.30 AM to 12.30 PM & 4.00 PM to 6.30 PM	12.30 PM to 4.00 PM	8.30 AM to 9.00 PM	6.30 PM to 7.00 PM

Summer timing will be notified later on.

University Administration includes Vice-Chancellor's office, Registrar's office, Deans offices, Establishment Section, Academic Section, PGS&R Section, Finance Section, Examination Section, RTI Cell, Training & Placement Cell.

Departments, Central Workshop, Central Transport, Civil Maintenance, Electrical Maintenance will follow class hours.

Central Facilities includes Central Library and Central Computer Facility. The staff associated in these facilities shall present minimum 6 hours a day without break.

The bio-metric attendance machine will open from 8.30 AM to 10.30 AM and 1.00 PM to 9.00 PM every day. The attendance shall not be taken in account after 10.30 AM in the 1st half and before 4.30 PM in the 2nd half. The minimum hours present in a day shall not be less than 7 hours otherwise it will be treated as absent (in case half day leave minimum of 3.5 hrs present is required). The PIC, CCF is requested to do the needful to keep the opening of bio-metric attendance machine for the above timing strictly.

This order supersedes all previous orders.

By order of Vice-Chancellor

REGISTRAR