

OFFICE OF THE VICE-CHANCELLOR

BABU BANARASI DAS UNIVERSITY, LUCKNOW

BBDU/VC/2016-17

May 27, 2017

NOTICE

It is to inform all concerned that in the coming session 2017-18, the following will be implemented:

1. Five days working week shall be followed in the BBD Campus, Lucknow except third Saturday, which will be a working day for Administration, Faculty & Staff. In case, fifth Saturday falls in a month, it will be treated as a normal working day for all, including students.
2. The working hours on week days shall be from 09:00 am to 05:00 pm and the lunch hour from 02:00 pm to 03:00 pm.
3. The Main gate of the BBD Campus and the University will be closed daily at 09:00 am sharp and will be opened at 4:00 pm. During this period, nobody will be allowed to go out of the campus without the prior permission of the reporting authority, Dean/Director or the undersigned.



Prof. (A. K. Mittal)
Vice-Chancellor

Copy to:

1. Chief Executive Director, BBD Group – for kind information.
2. Director (Admin. & Coordn.), BBD Group & Registrar, BBDU.
3. Asst. Director (HR) & OSD to Hon'ble Chairperson, BBD Group.
4. All Directors/Dy. Directors, BBD Group, Lucknow campus.
5. All Deans/ Chief Proctor, BBD Group, Lucknow campus.
6. Chief Coordinator (Admin.), BBD Group, Lucknow campus.
7. Chief Coordinator (HR), BBD Group, Lucknow campus.
8. All Controllers of Examination, BBDNITM/BBDNIIT/BBDEC/BBDU.
9. Dy. Registrar (Confidential), BBDNITM, Lucknow.
10. In-Charge/Head (T&P Cell), BBD Group, Lucknow campus.
11. Scholarship Cell, BBD Group, Lucknow campus.
12. All HODs/In-charges, BBDNITM / BBDNIIT / BBDEC/BBDU.
13. All Group Coordinator B.Tech. First Year BBDNITM / BBDNIIT/ BBDEC/ BBDU.
14. Sr. Security Officer, BBD Group, Lucknow campus.
15. Librarian / Dy. Librarian/Asst. Librarian, BBDNITM / BBDNIIT / BBDEC / BBDU.
16. Accounts Department, BBD Group, Lucknow campus.
17. All Hostels, BBD Group, Lucknow campus.