



REGIONAL COLLEGE OF MANAGEMENT

BHUBANESWAR

Date: 25.11.2016

NOTICE

The Management has decided to change the college timing for the smooth functioning of administration as well as academics and for the benefit of the staff and faculty. The **new timing** is given below, which will be effective from **1st December 2016**.

First Shift – 6:00 A.M. to 2:00 P.M. 6:00 A.M. – Gate Entry 9:30 A.M.-10:00 A.M. – Break 12:00 – 12:30 P.M. – Break 2:00 P.M. – Gate Leaving	Second Shift - 2:00 to 10:00 P.M. 02:00 P.M.– Gate Entry 05:30-06:30 P.M. – Break 08:00 P.M. – 08:30 P.M. – Break 09:00 P.M.-10:00 P.M. – Gate Leaving
General Shift-09:00 A.M. to 6:00 PM. 09:00 A.M.-11:00 A.M. – Gate Entry 01:00 – 01:30 P.M. – Lunch Break 04:00P.M. – 04:30 P.M. - Break 4:30 P.M.-6:00 P.M. – Gate Leaving	Third Shift – 10:00 P.M. to 06:00 A.M.

Each employee has to choose any one from the above shift in consultation with their functional head and as per the convenience of both. Faculty Members and Staff must stay minimum 7 hours in the college.


PRINCIPAL

Copy to:

1. Secretary
2. All Functional Heads
3. Administrative Officer
4. Notice Board



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