

CIRCULAR

Circular No.: Winter/2016/04

Date: 15-09-2016

Sub: Institute remains off on every 1st and 3rd Saturday

Dear Staff Members and Students...

As per GTU academic guide line institute has observed that student teaching work of week can be completed from Monday to Friday also to matching up with today's requirements and by understanding social responsibilities of an individual, management of institution has decided to give relaxation in regular academic and glad to inform you that with effect from today on each 1st and 3rd Saturday of every month institute remains off for all the staff members and students.

-During any 1st and 3rd Saturday, if there will be any examination, viva, inspection or any important work will take place then that concern Saturday will be consider as a regular working day.

-All other Saturday except 1st and 3rd will be regular working day for both staff members and students.

-In the case of any unavoidable circumstances Management of Institution has all the rights to cancel the concern Saturday leave.

Copy for necessary action to:

1. Campus Director
2. Academic Head
3. H.O.D. Civil
4. H.O.D. CE/IT
5. H.O.D. EC
6. H.O.D. Mechanical
7. H.O.D. General
8. O.S. (Admin)
9. Head Librarian

*Priyank
Bhavsani*

Principal

*All the HOD's are instructed to circulate above information to their concern staff and student by today 2pm.