

IILMU/CIRCULAR/2024/3101001

Dated: 31/01/2024

**CIRCULAR**

Dear Faculty Members  
(School of Management, Greater Noida)

We would like to inform you regarding a revision in the University schedule to be effective from February 01st, 2024.

The first Saturday of every month will be designated as a mandatory full working day (09:00 AM - 05:00 PM) for all faculty members. However, all remaining Saturdays of the month will be observed as days off. Working hours on weekdays (Monday to Friday) will be from 09:00 AM - 05:30 PM.

These off-days on Saturdays will serve as a buffer for facilitating the accommodation of an alternate timetable, if necessary, for academic planning or unforeseen contingencies.

It is important to emphasize that the University reserves the right to call faculty members to campus on these off Saturdays when required for institutional purposes without providing Compensatory Off.

Campus will remain open on weekends and Faculty and Deans are encouraged to schedule classes on weekends (particularly industry speaker sessions/field visits etc.). Faculty who choose/have to work on a Saturday or Sunday can apply for a Compensatory off. This needs to be discussed with and approved by the Dean (School of Management).

Please note, that the allowance of a compensatory off to faculty, for duty undertaken on a Saturday/Sunday, will be at the discretion of the Director, School of Management. The Faculty will need to write to the Dean (School of Management), with Associate Deans in cc, providing details of the classes/nature of work carried out. If a faculty has to be on campus during a Saturday/Sunday, he or she will have to undertake a duty from 09:00 AM - 05:30 PM to claim a compensatory off.



Lt Col. Vikram Kapoor  
Registrar