



Centurion  
UNIVERSITY

**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

**OFFICE OF THE REGISTRAR**

**NOTICE**

CUTM/Regd. Off/Admn./43/2013

19/07/2013

It is observed that some faculty / staff members are reporting late and leaving early which are considered as the acts of indiscipline. However, keeping in view of the exigency of the faculty/staff, one has to follow the rules mentioned below.

1. A late comer is one who reports 10 minutes after and up to 45 minutes behind the schedule time of reporting. Similarly the early departee is one who leaves any time before 45 minutes of the schedule time.
2. Such staff as maintained above should not repeat this for more than twice in a month. For any third consecutive repeatance in a month is accounted for ½ day CL. Beyond this, every late coming or early departure is counted as 1 day CL.
3. Arriving after 45 minutes and leaving earlier than 45 minutes shall be considered as ½ day CL.
4. For any special cause of late reporting or early departure, permission of Dean /PGP Cordinator/ Deputy – Registrar be taken after it is recommended by concerned HOD.
5. Leaving and coming back in between working hours is not allowed without prior approval.

Habitual late – coming / early departure shall be treated as indiscipline. It is not a rule that everyone can come regularly late /leave early and claim leave.

*A. Misra*

**REGISTRAR**