

**OFFICE OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC, BHUBANESWAR,**

PLOT NO-1, CHANDRASEKHARPUR-751023

PHONE NO.- 0674-2300947

E-Mail id-princ:palgpbbsr@gmail.com

Order No. \_\_\_\_\_ / Dated. \_\_\_\_\_

All the staff and students of this institution are hereby directed to follow the time schedule as mentioned below on all working days.

Institution gate and Hostel gates will be

1. Closed at **10.15 A.M.**
2. Opened at **1.30 P.M.** for **lunch break**
3. Closed at **2.30 P.M.** after **lunch break(except Saturday)**
4. Opened at **4.45 P.M.** for **disposal (Except Saturday)**

No student will roam around inside the campus during class hours. Also no student will be allowed to leave the class room without permission of the concerned faculty. In case of non conduct of any class due to some unavoidable circumstance, concerned department head or department in-charge will take necessary steps to engage the students.

SK. M. Hussain, Sr. Lecturer (Pharmacy), OIC watch and ward is required to remain vigilant in order to avoid any unpleasant situation inside the campus. The Hostel Superintendents and Asst. Hostel Superintendents will ensure timely opening and closing of the hostel gates during the class hours. This order will take an effect from 5<sup>th</sup> September 2019.

. Any deviation will be viewed seriously.

Memo No. \_\_\_\_\_ / Dated. \_\_\_\_\_  
Copy to all Notice Boards for information.

Principal,  
Government Polytechnic, BBSR

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Government Polytechnic, BBSR

Memo No \_\_\_\_\_ / Dated \_\_\_\_\_

Copy for circulation amongst the staff members for information and necessary action.

Principal,  
Government Polytechnic, BBSR

Memo No. \_\_\_\_\_ / Dated. \_\_\_\_\_

Copy to the OIC Watch and ward for information and necessary action.

Principal,  
Government Polytechnic, BBSR

Memo No. 1529 / Dated. 30/8/19

Copy to the OIC Website for uploading in the institution website for information of the parents and guardians.

Awis  
30/8/19  
Principal,  
Government Polytechnic, BBSR