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**OFFICE OF THE REGISTRAR**

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SUN/RO/Admin/Circular/2024-25/006

Date-15<sup>th</sup> July, 2024

## **CIRCULAR**

**It is really a matter of concern that the faculty and staff members does not follow the Dress Code.**

**Hence, all are required to follow strictly as appended herewith:**

- a) All staff members are to be in **proper dress code** into the Campus. Dress code for Female Faculty/Staff members is Saree with ID and Male Faculty/Staff members have to wear 'Tie and ID. Jeans, Chappals and flotters are not allowed. Tomorrow (i.e. Tuesday, 16<sup>th</sup> July, 2024) on words, non-follow of dress code may attract penal/disciplinary action.
- b) All Faculty/Staff Members are to report in University (log in to Bio-Matric machine) **10 minutes before and go out (log out to Bio-metric) 10 minutes** after the working hours of the University.
- c) For early going and intermittent movement (out and in), Faculty/Staff have to make the entry in movement register and secure the ERP (online) Gate Pass approved by Head/Dean and Registrar.
- d) All are to sign in Attendance Muster twice in School/Department (i.e. at the time of incoming and outgoing) without fail.
- e) For any OD, except exam related work, written report of the work/duty completed performed during OD should be submitted immediately after resuming the duties, based on this report TA/DA would be sanctioned.
- f) Any one wish to avail any type of leave except Medical Leave, may apply in ERP and should get the approval of such leave for HOD/Dean/Registrar **before going on leave**.
- g) Personnel proceeding on OD (Out of Office/Out Station duties) **will have to apply through ERP, get approval from Head/Dean/Registrar and get print out of Gate Pass/Office Order** before proceeding and also make entries in movement register by mentioning the reason of OD and place of movement.

The same should be monitored by the Heads/Deans concerned.

*R. Baviskar*  
15/07/2024

Dr. Prasad R. Baviskar  
Registrar



**Copies to:-** a) All the Dean of the Schools and Head of the Departments.  
b) PS to Hon'ble Vice Chancellor  
c) [groups@sandipuniversity.edu.in](mailto:groups@sandipuniversity.edu.in)