



# SITYOG INSTITUTE OF TECHNOLOGY

(NAAC Accredited Grade 'B') Growth Center, Jasolya More, Aurangabad (Bihar) – 824102  
Approved By AICTE under Govt. of India (Ministry of HRD), Affiliated to Aryabhata Knowledge University, Patna  
Phone: 9322698410, 9308392310 E-Mail: [sityogengg@yahoo.com](mailto:sityogengg@yahoo.com). Website: [www.sityog.edu.in](http://www.sityog.edu.in)

Ref. No. SIT/R/105/25

Date: 31/01/2025

## NOTICE

### **Subject: Change in Working Hours**

As part of our ongoing efforts to improve work-life balance and productivity, we are introducing changes to the working hours for all employees. The new working hours will be as follows:

**For Teaching Staff: 9:00 AM to 5:00 PM**

**For Non-Teaching Staff: 9:00 AM to 5:30 PM**

These changes will take effect from 1<sup>st</sup> Feb 2025 (Saturday), and will be applicable to all employees. We believe that these new working hours will help to improve work-life balance, increase productivity, and enhance overall job satisfaction.

We request all employees to adhere to the new working hours and to make necessary adjustments to their daily routines. If you have any concerns or questions, please do not hesitate to reach out to the HR representative.

Thank you for your understanding and cooperation.

Sd.  
*[Signature]*  
31/01/2025  
(Principal)

