



# SITYOG INSTITUTE OF TECHNOLOGY

(NAAC Accredited Grade 'B') Growth Center, Jasoia More, Aurangabad (Bihar) – 824102  
Approved By AICTE under Govt. of India (Ministry of HRD), Affiliated to Aryabhata Knowledge University, Patna  
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Date:

24/12/24

## Notice

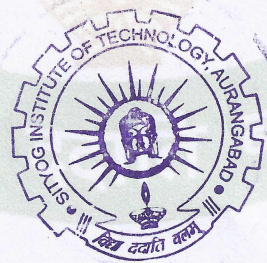
### **Subject: Guidelines for Faculty Leave Processing and HR Query Hours**

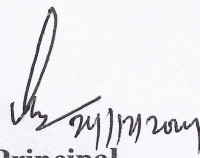
All faculty leave applications must be routed through the respective HODs, who will seek approval from HR. Also, it is to inform that all HR related queries will only be addressed between **3:00 PM and 4:00 PM**. This must be strictly followed as per management order.

**Thanking You.**

### **Copy to :-**

Honorable Chairman.  
Honorable Secretary.  
Principal's Office.  
All HODs.  
IQAC Co-Ordinator  
Notice File.  
Notice Board.



  
Principal

**SITYOG Institute of Technology**

**Aurangabad, Bihar**