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## RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

Pondy - Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403.

## Dr. Vijayakrishna Rapaka

B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (Ocean Engineering, IIT Madras), M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.I.S.E.S., M.A.S.E.E.

PRINCIPAL

RGCET/CIR/2019-20/69 06.12.2019

## **CIRCULAR**

**07.12.2019** (First Saturday) is herewith declared as working day.

PRINCIPAL Dr. E.VIJAYAKRISHNA RAPAKA B. fech., whech.), M. fech. (Energy), Ph.D. (HY Madrect Tech (Energy), Ph.D. INT Madras M.I.S.T.E., F.I.I.P.E. M.C.S.I M.C.I. PRINCIPAL

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## Copy to:

- 1. The Administrator
- 2. The Vice Principal
- 3. The PRO
- 4. The Accounts Manager
- 5. All the HODs
- 6. The Exam Wing
- 7. The Librarian
- 8. The DPE/Automobile Maintenance Incharge
- 9. The Scholarship / Records Section
- 10. The Placement officer
- 11. The NSS Programme Officer
- 12. The Website Incharge- to upload in the College Website
- 13. The Attendance In charge
- 14. The Supervisors
- 15. The Electrical Maintenance Incharge
- 16. The Receptionist
- 17. The Security Officer
- 18. The File