



## 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

RG CET/CIR/2018/89

19.02.2018

### CIRCULAR

This is to inform that the incoming and outgoing attendance timings for all faculty members will be revised with effect from 20.02.2018 onwards.

INCOMING TIME	OUTGOING TIME
8.45 am	4.15 pm

50% of the faculty members should be available near the entrance to check the student entry and 50% of the faculty members should be present near the entrance of the individual department concerned. All the faculty members should ensure that the students arrive to college in proper dress code, hairstyle, shoes and ID card.

PRINCIPAL

**Dr. E. VIJAYAKRISHNA RAPAKA**  
B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (IIT Madras),  
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.C.I.I.  
PRINCIPAL  
Rajiv Gandhi College of Engineering & Technology  
Pondy - Cuddalore Main Road,  
Kirumampakkam, Puducherry - 607 402.

#### Copy to:

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8. The DPE
9. The Placement officer
10. The Scholarship / Records Section
11. The Website Incharge- to upload in the College Website
12. The Attendance Incharge
13. The File