



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/2018/93

24.02.2018

CIRCULAR

Ref: RG CET/MGMT/2017-18/CIR/01 Dt.24.02.2018

This is to inform that the incoming and outgoing attendance timings for all staff members will be revised with effect from 26.02.2018 (Monday) onwards.

Staff (Teaching/Lab Asst./Academic related/Admin*) : 8.45 a.m. to 4.45 p.m.

Staff (Non-teaching(Supervisors, Attenders and Sweepers)) : 8.30 a.m. to 5.00 p.m.

***Excluding Supervisors**

Note: The Biometric should be punched before 8.45 a.m.

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:

1. The Administrator
2. The Vice Principal
3. The PRO
4. The Accounts Officer
5. All the HODs
6. The Exam Wing
7. The Librarian
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