



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/2018-19/67

27.11.2018

CIRCULAR

Ref.1 RG CET/CIR/2016-17/44

With reference to our earlier circular cited vide Ref.1, it has been decided to extend the Forenoon reporting time from **8.45 am to 8.55 am** and consequently withdraw all the 10 minute late permissions (i.e. 8.45 am to 8.55 am). The staff members will be eligible for 2 permissions of a maximum duration of 1 hour per month which can be utilized as per their requirement without affecting the regular teaching work load / any other official work assigned after following the regular official procedure. This circular will be effective from **1st December 2018 onwards.**

PRINCIPAL

Dr. E.VIJAYAKRISHNA RAPA KA
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 Scholarship / Records Section
10. The Placement officer
11. The Website Incharge- to upload in the College Website
12. The Attendance In charge
13. The Supervisors
14. The Electrical Maintenance Incharge
15. The Receptionist
16. The Security Officer
17. The File