

Dt. 6<sup>th</sup> November, 2021REMINDER NOTE: Dt. 15<sup>th</sup> November, 2022

## CIRCULAR cum NOTE TO SECURITY

All the Staff members are hereby informing you that, here after they should note In & Out timings in the Moment Register available at Security Main gate, when they come In or Go out from college (except in and out timings of college hours).

Diploma Staff “In and Out” timings:

7.45 AM to 8.30 AM & 1.00 PM to 1.45 PM

B.Tech Staff “In and Out” timings:

9.00 AM to 9.45 AM & 4.00 PM to 4.45 PM

The following persons are exempted from noting of In & Out timings in the Movement Register:

1. Sri Piriya Ramesh Kumar – Estate Manager
2. Sri Vakada Jagadeeswara Reddy – Transport Incharge
3. Sri Karaka Krishna – Site Engineer

*M. S. Srinivas*  
**DIRECTOR**  
**DIRECTOR**  
 ADITYA INSTITUTE OF TECH & MGMT  
 TEKKALI- 532 201

*Copy to: Director (R&D) / Principal / Deans & Associate Dean-for information.*  
*Copy to: All HODs & Dy. Director for Information and circulation among Students*  
*Copy to: Controller of Examinations / Library / Physical Director / Web site*  
*Copy to: Accounts / Estate Manager / Security / Canteen / Hostel / Transport*  
*Copy to: Respective Notice Boards of the Departments*

