



Date: 13th June, 2020

NOTE TO HODS

It is hereby informed to all the staff members that the following Faculty members should attend to the College from Monday (15th June, 2020) in the days without fail. No leaves will be granted on those days and if they fail to attend that will be treated as Absent.

- 1) HODs and 1,2,3,4,5 Criteria Co-ordinators of ECE, EEE, Mech, CSE Departments, Clerk should attend to the College everyday from Monday to Friday
- 2) All Faculty members and Clerks of ECE & EEE should attend to the College on Monday & Tuesday without fail.
- 3) All Faculty members and Clerks of Mechanical & CSE should attend to the College on Wednesday & Thursday day without fail.
- 4) Other Department HODs and Faculty required to attend to the College if necessary as per the requirement of IQAC Department.


 PRINCIPAL

Copy to: Director for information
 Copy to: Director (R&D /Dean (A&P) for information.
 Copy to: Associate Dean (SA), Associate Dean (IQAC) for information
 Copy to: HODs for information & Circulation.
 Copy to: Maintenance/Security/~~Canteen/Hostel~~/Transport

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