

An Autonomous Institution

Approved by AICTE, New Delhi
Affiliated to JNTU Kakinada
Accredited by NBA (UG: CSE,ECE,EEE,ME,CE & IT)
Accredited by NAAC(UGC) with A+ Grade
Recognised by UGC Under Section 2(f) & 12(B)
TEQIP Participated College
Recognised by Scientific & Industrial Research Organisation(SIRO)

Date: 13<sup>th</sup> 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 (15<sup>th</sup> 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.

Aditya institution.

TEKKAL

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PRINCIPAL
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Copy to: HODs for information & Circulation.

Copy to: Maintenance/Security/Canteen/Hostel/Transport



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