

CIRCULAR

No.VCE/College timings/2017

27th December, 2017

The HoDs and Heads of Functional Units are requested to note that during the HoDs meeting held at 3.00 p.m. on 23rd December, 2017, the members of Managing Committee, VCE, were informed by the undersigned about the representation of the students of all years of B.E/M.E/M.Tech and MCA courses requesting to change the college timings.

After thorough discussion and careful consideration by all the HoDs and members of Managing Committee during the said meeting, it was resolved that the timings of the college shall be changed as follows with effect from the 2nd January, 2018, for the best interest of the students:

College daily working hours:

- For staff : from 9.30 a.m. to 4.20 p.m.
- For students : from 9.40 a.m. to 4.20 p.m.
- Lunch timings for staff & students : from 12.40 p.m. to 1.20 p.m.

The HoDs and Heads of Functional Units are therefore requested to take this circular to the notice of all students and staff immediately and timetables for the EVEN semester courses shall be prepared and circulated accordingly.

The Administrative Officer and Director-Students Welfare are requested to effect the necessary changes with regard to Bio-metric attendance and timings of the College buses.

Further, the Heads of Functional Units like, Director (Admissions & Examinations), Accounts Officer, DSW and Librarian are requested to see that the Student Counters are open daily during 12.40 p.m. to 1.20 p.m. on all working days to facilitate the students to complete the transactions with least inconvenience to their classwork. Such of those staff members may be allowed to have their lunch between 1.20 p.m. & 2.00 p.m. in lieu of the above timings.


Principal 28/12/17



To

The HoDs and Heads of Functional Units for information and necessary action.

Copy submitted to the CEO for kind information
Copy submitted to the Secretary for kind information
Copy submitted to the members of Managing Committee, VCE
Copy to file