

Circular No: 09/KSRCAS /2024 - 2025

Date: 27.06.2024

CIRCULAR

Sub: **Time for Faculty and Staff Attendance - reg.**

It is informed that all Faculty and Staff the following timings for making attendance.

- **Attendance marking (Morning) : From 06.00 am to 08.55 am**
- **Late (Morning only) : From 08.55 am to 09.20 am**
- **Permission (Morning) : From 08.55 am to 09.50 am**
- **Afternoon In-Time
(In case of Morning Leave) : From 12.30 pm to 01.00 pm**
- **Afternoon Out-Time
(In case of Afternoon Leave) : From 01.00 pm to 01.30 pm**
- **Permission (Evening) : From 03.00 pm to 04.00 pm**
- **Attendance making (Evening) : From 04.00 pm to 08.00 pm**
- **Attendance for Non-Teaching
(Office, COE, Library and House Keeping) : From 05.00 pm**
- **Attendance for Non-Teaching
(Dept. Assistant, Lab Assistant, Programmers, IQAC and Technical Assistant) : From 04.20 pm**

All the faculty and staff must follow the timing and punch their attendance without fail. No exception for any one from this timing.

The college buses will leave the Campus by 04.30 pm

Cooperation of all faculty and staff is solicited.




PRINCIPAL

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