RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

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PRINCIPAL

RGCET/CIR/2023-24/23

02.11.2023

CIRCULAR

Sub: Mandatory Sign-in and Sign-out Procedure - Reg.

Dear Staff Members,

We would like to bring to your attention an essential administrative process that is integral to the safety and security of our campus community. It is mandatory for all staff members of Rajiv Gandhi College of Engineering and Technology, Puducherry, to adhere to the following procedures when moving in and out of the campus during working hours:

Sign Register at Security Office:

All staff members must sign the register kept in the Security Office before leaving the campus premises during working hours. On their return, they must sign in again to register their return time.

Biometric Attendance:

In addition to signing the register, staff members are required to record their biometric intime and outtime without fail. The biometric attendance system is put in place to ensure accurate and efficient tracking of attendance records.

Compliance and Consequences:

Staff members are reminded that failure to comply with these procedures may result in disciplinary action, including a deduction in attendance, which can impact leave approvals and other related matters.

Your cooperation in following these protocols is crucial for maintaining a secure environment within the campus.

Thank you for your attention to this important announcement.

PRINCIPAL

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