



# 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)

Pondy - Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403.

## Dr. Vijaykrishna Rapaka

B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (Ocean Engineering, IIT Madras),  
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**PRINCIPAL**

RG CET/CIR/2023-24/106  
30.04.2024

## **CIRCULAR**

The management of departmental (Academics) attendance registers falls under the responsibility of the respective Heads of Departments (HODs). These registers are required to be forwarded to the Office of the Principal (Attendance i/c) for verification no later than **9:30 a.m.** every Monday. Should a public holiday be declared on Monday or extend into the following day, submission should occur on the subsequent working day.

Furthermore, to facilitate salary calculations, these attendance registers are to be submitted by the 1st of the ensuing month. Although signing the physical attendance register is required, biometric attendance remains essential for accurately calculating working days. Monthly salary calculations will rely solely on biometric attendance records.

Prior to proceeding on leave, all employees, including HODs, are obligated to submit leave requests. This process should include the appropriate delegation of duties to the Principal. The leave letters should be sent to the Attendance incharge on daily basis. Approval of leave requests will be conducted in adherence to the Institute HR Policy Handbook.

For the convenience of Teaching, Technical, and Non-Technical Staff within the academic departments, the employee details for each department are provided herewith for reference. The above-mentioned system will be effective from **1 May 2024** onwards.

**PRINCIPAL**

**Dr. E. VIJAYAKRISHNA RAPAKA**  
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### Copy to:

1. All concerned
2. Digital Copy to the Website incharge to host in college website
3. The File

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3	<b>Dr. Kavitha .V</b>
	Associate Professor ID No.:511202305
4	<b>Mr. Rajan Babu .T</b>
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	Assistant Professor - (Stage - II) ID No.:511201708
7	<b>Mrs. Suganya .D</b>
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	Assistant Professor - (Stage - I) ID No.:511202103
9	<b>Mrs .Dhanalakshmi .R</b>
	Assistant Professor - (Stage - I) ID No.:511202203
10	<b>Ms. Geethanjali .S</b>
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11	<b>Mrs. Pavithra .S</b>

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12	<b>Mrs. Suria .S</b>
	Assistant Professor - (Stage - I) ID No.:511202208
13	<b>Mr. Balaji .S</b>
	Assistant Professor - (Stage - I) ID No.:511202201
14	<b>Mrs. Vidhya .B</b>
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15	<b>Ms. Gopika .E</b>
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16	<b>Mr. Gopalakrishnan .G</b>
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17	<b>Mr. Sriskandan .S</b>
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