



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/2024-25/03

16.07.2024

CIRCULAR

Sub: Unauthorized Stay Beyond Office Hours by Members of Rajiv Gandhi Engineering College Thozhilalargal Sangam (CITU) -Reg.

It has come to the administration's attention that some female employees associated with the **Rajiv Gandhi Engineering College Thozhilalargal Sangam (CITU)** have been staying in the office beyond official working hours during nighttime as part of their strike actions. This practice has been noted as part of an ongoing unauthorized strike.

We would like to remind all concerned that while the right to protest is acknowledged and respected, it does not grant the right to use Trust property without explicit permission. The Trust's property, including the premises of the Institute, must be used in accordance with the established policies and regulations.

Therefore, it is imperative to highlight the following points:

- **Unauthorized Presence:** Staying on the Institute's premises beyond authorized hours without prior permission will be considered unauthorized.
- **Trespassing:** Any instance of unauthorized entry or presence in the Institute beyond the permissible hours will be construed as trespassing.
- **Disciplinary Action:** Employees or individuals found trespassing will face disciplinary actions deemed appropriate by the administration.

This circular serves as a formal notice to all employees and members of the Rajiv Gandhi Engineering College Thozhilalargal Sangam (CITU). Compliance with the Institute's regulations is mandatory, and any deviation will result in necessary corrective measures.

We urge all employees to respect the rules and cooperate with the administration to maintain a harmonious and secure work environment.

For any clarifications or permissions, employees are advised to contact the administration office during working hours.



PRINCIPAL

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Rajiv Gandhi College of Engineering & Technology
Pondy - Cuddalore Main Road,
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Copy to:

1. The President, Rajiv Gandhi Engineering College Thozhilalargal Sangam (CITU) -Puducherry
2. The SHO, Kirumampakkam Police Station, Kirumampakkam, Puducherry
3. The Office of the Labor Officer (Conciliation), Puducherry.
4. All concerned
5. The File.