CSI COLLEGE OF ENGINEERING, KETTI

CSICE/DR/216/2024   17.08.2024

CIRCULAR

SCREENING OF STUDENTS AT ENTRANCE

The students need to be screened at the entrance for their dress code, ID card, late coming, etc., when they enter inside the college gate every morning. To make this exercise effective the Vice Principal and Dr. Manoj Prabhakar, APME will be on gate duty. It is required that one non-teaching staff from each department has to be sent for the gate duty in the morning from 9.00am to 9.30am. All the HoDs are asked to depute 1 non- teaching staff for the main gate duty without fail.

In addition to it, the HoDs concerned along with 1 non-teaching staff member shall attend to the Corridor duty in each block in the morning from 9.00am t0 9.30am to screen the students for their dress code, ID card and late coming.

Director

To

Vice Principal
Campus Security O/I
All HoDs/All Staff/All Faculty

Copy to: Correspondent
Office file