**Dr. V. Devi** M.B.A., M.C.A., M.Phil., Ph.D.,
Principal

**Date: 18.11.2025**

TNC/CIR/2025-26/044

## CIRCULAR

Dear Staff Members,

This is to inform both Teaching and Non Teaching Staff members that due to any college work if you're suppose to stay back after 4.30 P.M. you must be to obtained the prior permission from the Principal on or before 3.00 P.M. on the same day. This procedures need to be followed strictly.

V. Devi
18/11

**PRINCIPAL**

Copy to:

All the Teaching and Non Teaching Staff