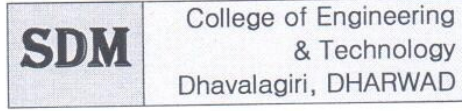


Office of the Principal,



No. : 25/20  
Date : 12.05.2020

### CIRCULAR

In view of the recent circular from VTU Belgavi, Dated on 11.05.2020, Heads of the Departments and Section Heads are hereby informed to note and comply with the following points:

1. College will run full day from 13.05.2020.
2. Those of the faculty and staff who cannot attend the duties because of their resident being in containment zone ( Sealed Down Zone), shall take prior permission in person / over phone and produce relevant documents towards this.
3. All (100%) the faculty shall attend the duties from 13.05.2020.
4. 1/3<sup>rd</sup> of the Non-Teaching staff shall attend the duties on rotation. However the Administrative office, Central Stores, Maintenance Section & Garden Section will work with full strength.
5. Faculty need to complete the syllabus through online teaching by 31.05.2020.
6. Faculty shall finalize IA Marks including those of Practicals / Project work by 31.05.2020. The separate circular in this regard will be issued by Dean (AP) shortly.

In addition, all the Faculty / Staff shall wear the Mask compulsorily, failing which a fine may be imposed. Physical distancing and cleanliness of hands are to be maintained by all.

*Dr. K. GOPINATH* 12/5/2020

Dr. K. GOPINATH  
**PRINCIPAL**

Copy to: All the Deans/HoD's & Section Heads.

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