

GOVERNMENT OF PUDUCHERRY
TAGORE GOVERNMENT ARTS AND SCIENCE COLLEGE (AUTONOMOUS)
(Accredited with A Grade by the NAAC)
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No. 786/TGASC/PPL/PA/2025/ 1099

Dt: 05 NOV 2025


CIRCULAR

All Heads of Departments are hereby directed to bring the following instructions to the immediate and strict attention of all faculty members regarding Faculty Timings, Class Attendance, and record in the Movement Register.

It has been observed that some members of the faculty are arriving late to the college and also leaving the campus during working hours without obtaining prior permission from the concerned Head of Department or marking their departure/return in the Movement Register. These actions disrupt the academic schedule and institutional discipline.

Therefore, the faculty members are strictly instructed to arrive at the college on time before the start of the scheduled work hours. All faculties must attend their scheduled classes on time and accurately mark the attendance of students without any deviation.

Strict adherence to these instructions is mandatory. Any failure to comply will be viewed seriously.


(Dr. R. KARUPPUSAMY)
PRINCIPAL

To

All the Heads of the Departments, TGASC
(With request to circulate to faculties)