



OFFICE OF THE PRINCIPAL
GOVT. DEGREE COLLEGE KULGAM



Email: kulgampincipal@gmail.com

Website: <http://gdckulgam.edu.in>



Hamara Sankalp
Viksit Bharat
Pledge

Tel. No: 01931-260177

Fax No: 01931-260177

No.: GDCK/Estt./25/0266

Date:- 02-04-2025

C I R C U L A R

It has come to the notice of the undersigned that some staff members are Marking their attendance and leaving the campus for personal purposes during working hours without proper authorization or justification which is strictly prohibited, unless explicitly permitted by the competent authority.

In this regard, it is enjoined upon all the staff members (Teaching/Non-Teaching/Academic Arrangements/LFEs) that no staff member is permitted to leave the college premises during official hours (i.e., from 10:00 a.m. to 04:00 p.m.) and to adhere to the college's rules and regulations, and maintain punctuality and regularity during official hours.

Repeated instances of unauthorized departure from the college premises or marking attendance and leaving the campus may lead to disciplinary action.

Further, this is to inform the general public, outsiders, and pass-outs that the visiting hours for collecting mark sheets, certificates, and attending to other academic-related work are from **02:30 p.m. to 04:00 p.m.**

(Please note that these visiting hours are strictly adhered to, and no requests will be entertained outside of these hours).


Principal

Govt. Degree College
Kulgam

PRINCIPAL
Govt. Degree College
Kulgam (Kmr) J&K

Copy to:

1. The Director Colleges, J & K Higher Education Department for favour of information.
2. Convener College Advisory/ Dean Academics/Discipline Committee for information and compliance.
3. I/c College Website & Media Secretary to upload the same on College Website & Official Social Media Handles.
4. I/c Gate for information and necessary action.
5. Master file for office records.