

## Office of the Principal, Govt. College Rajound (Kaithal)



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Address:- Govt. Girls Sr. Sec. School, Rajound

Ref. No: 30

Date: 28-03-2023

### Notification

All the teaching, non-teaching staff and students are hereby informed that the timings of the college will remain as per the schedule given below w.e.f. 29/03/2023. Therefore, all the stakeholders are directed to ensure their presence in the college on time.

Stakeholders	Time	Remark
For Teachers	8:45am	<ul style="list-style-type: none"><li>➤ Every teacher shall report 15 minutes prior to the commencement of his/her classes daily.</li><li>➤ Take classes strictly in accordance with time table</li><li>➤ Every teacher shall stay in the college five &amp; half hours daily.</li></ul>
Non Teaching Staff (Library attendant, Peon, Sweeper)	8:00am. to 4:00pm.	<ul style="list-style-type: none"><li>➤ Ensure timely arrival &amp; departure</li><li>➤ Keep the campus, office and classrooms neat, clean &amp; tidy before 8:45am daily</li><li>➤ Do your assigned work earnestly</li></ul>
For Students	9:00am	<ul style="list-style-type: none"><li>➤ Attend classes regularly according to the time table</li></ul>

*Farukh*  
Principal  
Govt College  
Rajound (Kaithal)  
28/03/2023