

Dy. Dir
S.T.
29/10/24

K.R.GROUP OF EDUCATIONAL INSTITUTIONS,
K.R.Nagar, Kovilpatti – 628503.

Circular

Date: 29.10.2024

I) Holiday for Deepavali Festival on 31.10.2024 and 01.11.2024 - reg

31st October 2024 and 01st November 2024 (Thursday and Friday) are declared as holidays for all Students, Teaching and Non-Teaching Staff members on account of “**Deepavali Festival**”.

II) Online Class for for all Students on 02nd November 2024

The classes will be conducted through Online mode for all the students on 02.11.2024 (Saturday) and the teaching staff members can work from home on that day.

III) Special Permission on 30.10.2024 (Wednesday)

A **Special Permission** of two hours will be given on Wednesday dated 30.10.2024 and the college class / working hours **end at 03.30 pm on 30.10.2024 (Wednesday)** for all students and staff members.

Note:

- The working hours for the non-teaching staff members will be adhered from 10.00 am to 5.00 pm on 02.11.2024 (Saturday) and the College bus has been arranged at 09.40 am at Kovilpatti old bus stand.
- The HODs are requested to send the consolidated report regarding online classes details of their faculty members **on 04.11.2024 (Monday)** to principal@nec.edu.in
- The leave rules as applicable to the staff members of Electrical, Mechanical Maintenance, Gents and Ladies hostel to be followed on 01.11.2024 (Friday).

S. T. V.
DIRECTOR

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Principals (NEC, LAPC, KRCAS)
All Deans / HODs / Incharges / Managers, File