

CIRCULAR

// ATTENTION: B.TECH, M.TECH, & MBA STUDENTS //

Arrival to the class after 9.40 am is not permitted

Students coming late to class - unacceptable

Always show up 10 minutes early for the class

Sit in the classroom by 9.30 a.m.

A simple thing "**Punctuality**" can make a big difference in your career

All B.Tech., M.Tech, & MBA students are hereby advised to schedule their activities well so as to **reach the campus in time and sit in the classroom by 9.30 a.m.**

- 1. Take responsibility for yourself**
- 2. Take ownership of your learning**
- 3. Being punctual and showing up 10 minutes early for class shows respect for your teacher**

In this connection, **arrival to the class after 9.40 am will not be permitted** as it disrupts the lecture / discussion, distracts other students, impedes learning and erodes class morale.


PRINCIPAL

To,
All B.Tech., M.Tech., & MBA students

Copy to:

1. The Secretary and Correspondent
2. All HoDs for information and necessary action to motivate students to be punctual to class
3. Dean, Academic Affairs
4. AO
5. WebTeam - To post in Student Notice Board
6. Academic Section

Dear Students,

1. Punctuality and Time Management are the exceptional qualities of a leader
2. Punctuality will help your career. It is a key to success
3. Great leaders always have self-discipline, without exception
4. Be self-motivated
5. Take ownership of your learning
6. Take responsibility for yourself