



DVR & Dr. HS

MIC College of Technology

(Autonomous)

IOC – OUTGOING
DEPARTMENT: OFFICE
ACADEMIC YEAR: 2020-21

OFF – F 033
DATE: 17-12-2021

CIRCULAR

Guidelines to The Staff and The Students for Fresher's Party on 18/12/2021

1. All the staff members are instructed to be **present at the venue** of the fresher's party. All the staff members are informed to look into the **disciplinary issues** for the smooth conduction of the function.
2. Bus in - charges are instructed to check the students. Only **I & II B. Tech students** are allowed to board the buses.
3. Student's vehicles **are not allowed** into the campus.
4. All the staff and the students shall **display the ID cards**. In this regard, Temporary ID cards are issued to the newly joined lateral entry and I B. Tech students.
5. Special **passes/guest passes** are issued to the stall owners and stall related personnel. They have to show these passes to the staff coordinators at the main gate for entry into the college.
6. Students' luggage will be checked, as and when required.
7. Students' parents/cousins/other friends are not allowed inside the campus.
8. Utmost important must be given to **cleanliness** on campus.
9. **Main block** will be closed for the I & II B. Tech students. Students can utilize toilet facility available in the BED block.
10. For any kind of damages, students are responsible.

Note: All the staff and students are informed to follow the **COVID Guidelines**.



K
17/12/21
(Dr K. Srinivas)
Principal

CC to: CEO for information
All HODs, Office, Library, Exam cell,
Transport, PD