



Tara Government College Sangared

(Autonomous)

Accredited 'B' by NAAC

(An ISO 9001: 2015 certified college)



Timings Policy

'Punctuality is soul of a business', an adage says. Timings one follows define what kind of a person one is. So, respecting and following timings forms inalienable part of a person's life. It is a value which one must imbibe and implement. Against this background, the following points are important points in the timings policy.

Rationale behind the policy making is to

Raison d'être

- ❖ To make all stakeholders to respect and follow timings of the college.
- ❖ Thereby, henceforth give value to time and imbibe timing culture.
- ❖ Becoming an agent of change by helping stakeholders follow timings.

Policy

- ❖ Timings of the college are between 8.30 a.m. and 5.30 p.m. with two shifts.
- ❖ Every period is of 50 min and the lunch break is of half an hour daily.
- ❖ Attendance of all staff members is generated by Biometric machine. All staff members and students are required to mark their attendance both in the morning and evening sessions.
- ❖ Staff should be available in the college premises during the entire period of office hours, on all working days.
- ❖ Penalisation for late coming is enforced.

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