



M.S.M College Kayamkulam

Grievance Redressal Cell

Circular-2023-2024

In order to minimize hardships to students, due to attendance shortage caused by late arrival in the class, teachers are requested to record the attendance on AMS, only ten minutes after the commencement of the first hour. This facility is not to be extended beyond ten minutes or into the subsequent hours. H.O.Ds are requested to ensure that proper substitute arrangement are made in advance to engage the hours allotted to teachers who are on deputation to the Admission Committee.

Convener



Principal

**PRINCIPAL
MILAD-E-SHERIEF MEMORIAL COLLEGE
KAYAMKULAM**