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| <b>INTERNAL ORDERS</b> |
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| No | Content                        |
|----|--------------------------------|
| 1  | Time Change Request            |
| 2  | Online Appointment of Teachers |

### **RESCHEDULE OF COLLEGE TIME**

Sub: Rescheduling of college timing from 8.45 am to 2.30 pm

During the Academic Year 2018-19 college functioning time was 9.30 am – 03.30 pm.

As per the requests received from the students and parents, the matter discussed in the Management cum Staff Meeting and the decision being finalized and came into practice from 1<sup>st</sup> June 2019 onwards as trial basis.

This will be continued in the coming academic years if it would be successful.

  
**Principal**



**SHABEER. K. P.**  
Principal  
Le-Ment College of Advanced Studies  
Lement Campus Mele Pattambi P.O.  
Pattambi - 679 306, Ph : 0466 2970041

## STATEMENT OF APPOINTMENT OF FACULTIES DURING COVID-19 PANDEMIC PERIOD

The Academic Year 2020-2021 started on 1st June 2020. But, due to Covid-19 pandemic lockdown period, we had started our classes through online mode and appointed the following faculties indirect mode for the convenience of taking online classes. Their official appointment letter handed over to them personally on 1st June 2021. Their services considered from 1<sup>st</sup> June 2020 onwards.

| <u>S.NO.</u> | <u>NAME</u>       | <u>DEPARTMENT</u> |
|--------------|-------------------|-------------------|
| 1.           | Saritha Lakshmi - | English           |
| 2.           | Silja Sukumar -   | English           |
| 3.           | Karthika P P -    | Computer Science  |
| 4.           | Abdu Raoof -      | Arabic            |
| 5.           | Ambili P -        | Hindi             |
| 6.           | Soumya KP -       | Physics           |

PRINCIPAL

SHABEER. K. P.  
Principal

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