### INFORMATION FOR THE FACULTY:

1. Prepare date-wise lecture plan, submit to the respective Head of Department latest by 31.08.2021 and attach a copy of this to course file of the subject.
2. The attendance should be uploaded in the SIM / Web Portal on daily basis.
3. Answer Copies of Sessional Test /PUT should be evaluated and shown to the students within two days and ensure the uploading of marks in the SIM.
4. No class should be left unattended as per the time table but if inevitable then proper intimation in this regard to HOD is must.
5. All are required to take proper prior permission from respective HOD before availing any type of leave. Avoid pre-fix OR suffix type of leaves.
6. Invigilation duty has to be performed as per the schedule decided by exam cell. In case of any absence, a substitute must be provided by the concerned faculty.

### GUIDELINES TO THE STUDENTS

1. Students registering themselves after commencement of classes shall be liable to deposit the fine.
2. All Sessional test will be of 3 hrs. duration (ST from Unit 1 & 2 and PUT from the whole syllabus).
3. All students are required to maintain minimum 75% of attendance (in each theory and practical subjects) before appearing in sessional tests / PUT. List of students having shortage of attendance will be displayed on the departmental notice board before two days from commencement of each sessional exam/tests.
4. Minimum 75% overall attendance is required to appear in the University End Semester examination as per university guidelines.
5. RAGGING is a punishable offence, all are required to refrain from it. FIR shall be lodged against culprit, as per order of Hon’ble Supreme Court.
6. No extra classes will be conducted. Student are required to maintain their attendance in regular classes only

(DIRECTOR)

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### Note:

A separate activity calendar will be issued by all departments comprising their departmental technical, cultural, sports, co-curricular and extra-curricular activities / events planned for Odd Semester 2021-22.