

Letter No. KEC/Principal/Class/24/539

Date: 04.07.2024

## OFFICE NOTICE

Please be informed that regular classes for the 3<sup>rd</sup>, 5<sup>th</sup> & 7<sup>th</sup> Semesters of the *Undergraduate Program (UG)* and 3<sup>rd</sup> Semester *Postgraduate Program (PG)* regular classes will commence from 08<sup>th</sup> July, 2024. It is essential to adhere strictly to the timetable for these classes.

For the purpose of monitoring, the office of the Director of Academics has been requested to collect the attendance data on a monthly basis. Heads of Departments (HoDs) are requested to work together and offer the support required to fulfil this obligation.

To ensure a strong commitment to regular classes, departments are also requested to support the attendance monitoring and class management activities.

Make sure to give the mentors with all the necessary instructions so they can act in accordance with the aforementioned.

  
Principal

Krupajal Engineering College

### *Copy forwarded for information to:*

- Chairman's Office
- All HoDs/Deans
- All Notice Board
- Guard File
- Website in-charge for uploading the same in college website