

## NOTICE

1. Based on the circular from KTU and the discussions with students, College council recommended to reschedule the time table from 8:30 a.m. to 1.30 p.m., as follows:  
8.30 am – 9.20 am      1<sup>st</sup> Hour  
9.30 am – 10.20 am    2<sup>nd</sup> Hour  
(10.20 am – 10.40 am    Break)  
10.40 am – 11.30 am    3<sup>rd</sup> Hour  
11.40 am – 12.30 pm    4<sup>th</sup> Hour  
12.40 pm – 1.30 pm     5<sup>th</sup> Hour
2. Lab classes are scheduled during the 5<sup>th</sup> hour and extra sessions of 1 hour/day will be allotted for Honors and Minor subjects (wherever necessary)
3. Decided to limit number of assignments to two per semester. Tutorials can be conducted as per syllabus. Faculty members may use online methods for marking attendance and avoid roll call.
4. Project evaluation for S8 B. Tech will be conducted from 16<sup>th</sup> to 18<sup>th</sup> June. Draft report of project has to be submitted during the time of project evaluation. Fair reports can be submitted after the final theory exams.
5. Final thesis evaluation of S4 M. Tech and S6 MCA will be scheduled during 16<sup>th</sup> and 17<sup>th</sup> June.
6. Decided to conduct mental health awareness programmes for students, based on the request from students.
7. Teachers can share recordings of live online sessions to students. Providing pre-recorded video lectures by teachers is also encouraged.
8. Requests from students related to network connectivity issues will be considered favorably after checking the genuineness by the faculty advisor and HoD. In genuine cases, students can be treated as present in the class, provided they submit the class work assigned to them, as mentioned in the KTU circular.
9. Students are encouraged to attend COVID related duties like involving in RRTs, without sacrificing the academics.
10. Students interested in extra curricular activities can join various clubs functioning in the institute, by contacting the faculty in charge of corresponding clubs. Various online programs can be organised under clubs to reduce the stress of students during this pandemic.

**31/05/2021**

  
**PRINCIPAL**

Copy to

1. Dean (UG), Dean (PG)
2. All HODs
3. Student notice board
4. College website

A handwritten signature in green ink, consisting of several loops and a long horizontal stroke extending to the right.