



Zakura Campus

Department of  
**ELECTRONICS & COMMUNICATION  
ENGINEERING**

Institute of Technology, University of Kashmir

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Dated:01/04/2025

## Circular

Dear Students and Faculty,

As the holy month of Ramzan concludes, we extend our warm wishes to everyone who observed this sacred time. We recognize and appreciate the mutual understanding shown by students and faculty in balancing spiritual commitments with academic responsibilities during this period. While certain accommodations were made for students in attendance/punctuality, and faculty exercised flexibility in duties and deadlines in consideration of Ramzan, we hereby notify that strict adherence to academic discipline, attendance, and duties will be reinstated for all effective from tomorrow 2nd April 2025. The timings will be from 9:30 to 5:00 and the time tables will be updated in due course. The Faculty and the Students need to mark the following points.

For Students:

- Maintain Attendance & Punctuality in classes and labs.(As the first class starts from 9:30 all the students need to be seated in the classes by then.)
- Late Coming to lectures, labs, or tutorials will not be tolerated.Students need to maintain highest standards of discipline especially in labs.
- Bunking classes or leaving early without permission will result in disciplinary action.
- A Minimum of 75% attendance in labs/theory classes is mandatory for exam eligibility.
- Submit assignments, lab reports, and projects on time. delays will incur penalties.

For Faculty:

- Maintain Duty Compliance in its true sense,Resume strict enforcement of attendance and punctuality policies.
- Avoid leniency in accepting late submissions or excusing absences without valid documentation.
- Maintaining Academic Rigor, by Conducting all classes, labs, and tutorials as per schedule; avoid cancellations/rescheduling without prior approval.
- Ensure syllabus coverage remains on track, compensating for any adjustments made during Ramzan.
- Report students with irregular attendance or performance for timely intervention.



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Students are urged to prioritize their academic progress, while faculty are expected to lead by example in upholding institutional standards. The success of our academic ecosystem relies on the dedication of both students and faculty. Let us work together to maintain the highest standards of discipline, punctuality, and academic excellence.

Note: Exceptions (e.g., medical emergencies) require formal documentation submitted to the department office for approval well in time and no communication submitted afterwards will be considered for further processing.

A handwritten signature in black ink, followed by the date '1/04/25' written in a similar style.

Coordinator

Department of Electronics and Communication Engineering  
Institute of Technology, Zakura Campus