RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS
(An Institute of National Importance Established Under Act of Parliament)
(Jais, Amethi, Uttar Pradesh: 229304, India)

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Office of the Dean (Academic Affairs)

Ref No.: RGIPT Jais/LT/2019-20/1 **5th October 2019**

NOTIFICATION

The following guidelines with respect to conducting of the classes of UG and PG programmes are circulated for adherence of the course conveners with immediate effect.

- The classes should be conducted as per the schedule mentioned in the Timetable.
- Maximum timing of a lecture is limited to 1 hr and 30 min.
- The course instructor should take prior written permission from the HODs, if a lecture timing is required to be re-scheduled due to certain emergency.
- Clubbing of multiple lectures together should be discouraged.
- The lectures should be conducted in between 8 AM to 6 PM on working days.
- If a lecture is not conducted as per the schedule and no prior approval is taken in this regard, then the matter should be promptly reported by the respective HoDs to the Dean (Academic Affairs) for further consideration.
- The class timetable should display engagement of faculty members throughout the week

The above is issued with prior approval of the competent authority.

Yours Sincerely,
U. Ojha
Dean (Academic Affairs)

Copy to the following: For information and further compliance

- The Director's office for information
- HoDs of Departments
- Faculty Members
- Academic Office