



CSMSS
CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA's
CHH. SHAHU COLLEGE OF ENGINEERING

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Ref. No. CSCOE/2025/Academic Discipline

Date:- 07/11/2025

NOTICE (Academic Discipline)

All teaching staff members are hereby informed to adhere strictly to the following guidelines to maintain discipline and smooth academic functioning in the institution:

1. All lectures and practicals must be conducted seriously and regularly as per the time-table.
2. Use of mobile phones during lectures or practical sessions is strictly prohibited.
3. Faculty members are instructed not to leave chalks, dusters, or any teaching material in the classrooms after lectures.
4. Leave applications should be submitted well in advance with proper adjustment of lectures and practicals to ensure no disturbance to academic schedule.
5. Staff should ensure punctuality — classes must begin and end on time.
6. Class attendance registers and records should be maintained up to date and submitted as per instructions.
7. Faculty members are expected to maintain discipline and decorum in the classroom and act as role models for students.
8. In case of any unavoidable absence, prior intimation to the Head of Department is mandatory.
9. Regular monitoring of student attendance and performance should be carried out.

All staff members are expected to follow the above instructions strictly. Non-compliance will be viewed seriously.

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PRINCIPAL

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