



COEP Technological University

Shivajinagar, Pune 411005

(A Unitary Public University of Government of Maharashtra)

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No. COEP TECH/VC OFF/Circular_Academics/2025/20

Date: 10th January 2025

CIRCULAR

Subject: Responsibility of Faculty Members to Arrange Substitutes for Missed Lectures.

It has been observed that despite the commencement of academic sessions, some faculty members are not obtaining prior approvals before leaving the University campus or making alternate arrangements of conducting their scheduled lectures.

To ensure the smooth functioning of the academic process, it is mandatory for all faculty members to:

1. Seek prior approval before being absent from scheduled classes.
2. Make alternative arrangements or designate a substitute to conduct the lecture in their absence.

The Registrar/Deans and Heads of Departments are hereby instructed to ensure compliance before submitting the application(s) for approval to VC's Office.

The faculty members are instructed to schedule their visit/expert lectures/exams etc on non-instructional days only. The heads are instructed to maintain movement register and review on daily basis.

This will help to maintain the integrity of the academics and minimize the disruptions to students' learning.

(Prof. Sunil Bhirud)
Vice Chancellor

CC:-

- 1 Registrar,
- 2 Director(s),
- 3 Dean(s),
- 4 HoD(s),
- 5 Helpdesk (for uploading on University's website).