



# Department of Civil Engineering Institute of Technology Zakura Campus University of Kashmir

**Date: 21-05-2024**

## Notice

All the faculty members engaged in the teaching assignments in the Department of Civil students are hereby informed to:

1. Maintain Attendance Register of the students in their respective subjects.
2. Arrange substitute ('Leave- Arrangement') faculty member for engaging the scheduled class as per time table in case of casual leave.
3. Conduct classes/Laboratory sessions as per the time table for the complete scheduled time.
4. Engage classes/Virtual Laboratory sessions in case the Equipment for the experiments are not available in the Department.

Coordinator  
Department of Civil Engineering

Copy to:

1. Director IOT for information
2. HoD/Coordinators
3. All faculty members