



**NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY
GREATER NOIDA**
Department of Electronics & Communication Engineering
NBA and NAAC Accredited
Approved by AICTE and Affiliated to Dr. A.P.J. Abdul Kalam Tech. University, UP

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Date: -26-07-2023

Department of Electronics & Communication Engineering

As you all are aware that new session 2023-24 is getting started from 1st August for 3rd Year & 4th Year Students & from 16th August for 2nd year students.

In this regard all the faculty members are required to complete all the academic preparations regarding their subject/Lab/workshop well before time.

In addition to this, other responsibility are also allocated to each faculty member and it is assumed that everyone will produce the effective outcome of their responsibility.

It is required to submit the dept. activity plan for this semester (Odd Sem. 2023-24) from activity in charges before the commencement of the session.

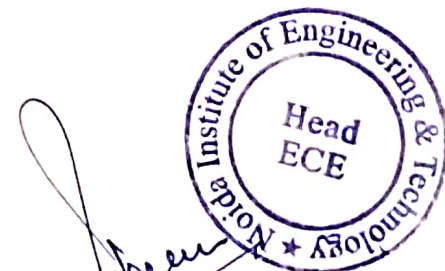
All the class coordinators are requested to kindly complete the formalities before the commencement of classes as time table distribution, classroom preparation, lab preparation, attendance register & all other requirement of their respective classes.

In the same manner all the lab in charges are required to complete the formalities related to their respective labs as requirements of the lab, time table, manuals preparation, attendance register & all other formalities.

Time table committee is required to distribute the time table of each faculty well in advance to avoid last minute hassle.

Cooperation & support of each & every faculty member will make the things smoother & more effective.

Wishing a Great start of the session 2023-24.



**Dr. Pavan Kumar Shukla
HOD, ECE**