



NOTICE

Ref. No.: CITM/Notice-Attendance/2026-27/02

Date: 24.08.2026

Subject: Strict Compliance with MAKAUT Notification No. MAKAUT/RE/Notice-106/226 dated 20.08.2026 regarding Regular Attendance and Discharge of Assigned Duties

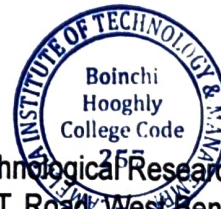
All Faculty Members, Officers, Staff Members and Students of Camellia Institute of Technology & Management are hereby informed that Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB) has issued Notification No. MAKAUT/RE/Notice-106/226 dated 20.08.2026 regarding regular attendance, discharge of assigned duties by Teachers, Officers and Staff, and regular class attendance by students on working days.

In view of the above Notification and the directions of the Competent Authority of the University, the College shall ensure strict and uncompromising compliance with all the instructions contained therein.

Accordingly, the following shall be strictly observed with immediate effect:

1. All Faculty Members, Officers, Staff Members and Students must attend the College regularly on all working days and maintain the prescribed attendance.
2. Faculty Members shall remain available in the College during their prescribed working hours and shall discharge all academic, examination, administrative and other duties assigned by the Competent Authority.
3. No Faculty Member or Staff Member shall remain absent from duty or leave the College premises during working hours without prior approval of the Competent Authority.
4. No informal, unauthorised or discretionary relaxation in attendance or working days shall be permitted. Attendance records shall be maintained strictly and accurately.
5. All scheduled classes shall be conducted physically and regularly as per the approved academic timetable. No lapse in the conduct of classes shall be tolerated.
6. Heads of Departments and other concerned authorities shall closely monitor the attendance and performance of Faculty and Staff and shall take appropriate action in cases of unauthorised absence, negligence or dereliction of duty.

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Signature 24.08.26

A Unit of :



A unit of Onkar Society for Engineering & Technological Research & Development
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7. All students are required to attend their classes regularly and maintain the prescribed attendance as per MAKAUT norms and applicable academic regulations. Heads of Departments and Faculty Members shall monitor student attendance regularly.
8. Any obstruction or action adversely affecting the normal functioning of academic activities, teaching-learning processes or administrative work shall be viewed seriously and dealt with as per applicable rules and regulations.
9. All Faculty Members, Officers, Staff Members and Students are directed to ensure that the academic interests of the students are not compromised under any circumstances and that teaching-learning activities continue uninterrupted.

There shall be no compromise whatsoever by the College on any of the instructions contained in MAKAUT Notification No. MAKAUT/RE/Notice-106/226 dated 20.08.2026. Any deviation from the above instructions shall be viewed seriously and may invite appropriate administrative action under the applicable rules.

All concerned are hereby directed to strictly comply with this Notice with immediate effect.

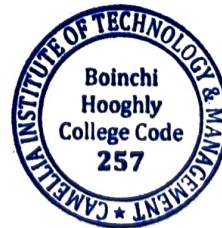
By Order

For Camellia Institute of Technology & Management

(Under the aegis of Onkar Society for Engineering & Technological Research & Development)

[Signature] 24.08.26

Director / Principal/TIC



Copy to:

1. All HoDs
2. All Faculty Members
3. All Officers & Staff Members
4. All Students
5. Administrative Office
6. Notice Board
7. College Website/Official Communication Group

A Unit of :



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