MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin – 741249
City Office: BF-142, Sector -I, Salt Lake, Kolkata -700 064

No: MAKAUT/RE/Notice-106/226 Date: 20-08-2026

NOTIFICATION

Sub: Regular Attendance and Discharge of Assigned Duties by Teachers, Officers, Staff, and Regular Class Attendance by the Students in the University and Affiliated Institutions on working days.

In pursuance of the directions of the competent authority and with a view to ensuring regular academic activities and effective delivery of teaching-learning and related services in the University Departments and Affiliated Colleges, all concerned are hereby informed that the following instructions shall be strictly observed by **all Teachers, Officers, Staff members and students of the University and its affiliated colleges/institutions.**

This Notification is hereby issued for strict compliance by all concerned.

1. All teachers, officers, staff and students must attend their respective Institutions regularly and shall ensure that scheduled classes are physically conducted as per the approved academic timetable, and files in the respective offices are cleared regularly.
2. Teachers shall remain available at the Institution during their prescribed working hours and shall discharge all Academic, Examination, Administrative and other duties assigned to them by the Competent Authority.
3. No teacher shall remain absent from duty or leave the Institution during working hours without prior approval of the Competent Authority.
4. **The practice of granting informal or unauthorised relaxation in attendance/working days shall not be permitted. Attendance shall be maintained strictly on all working days of the University/college.**
5. Heads of Institutions/Principals/Directors of all affiliated colleges & HoDs of all MAKAUT,WB in-house departments, all Directors of MAKAUT,WB in-house shall be responsible for ensuring regular attendance of teaching staff and proper conduct of scheduled classes. They shall maintain appropriate attendance records and take necessary action in cases of unauthorised absence or dereliction of duty.
6. Any obstruction to the normal functioning of academic activities, including obstruction created by any teacher, employee, association or organisation, shall be dealt with in accordance with the applicable norms.
7. Students of all affiliated colleges & in-house Departments of MAKAUT, WB shall attend their respective classes regularly and maintain the prescribed attendance as per the applicable University norms and academic regulations. Heads of Institutions/Principals/Directors of all affiliated colleges, HoDs of all MAKAUT,WB in-house departments & all Directors of MAKAUT,WB in-house shall take appropriate measures to ensure regular attendance of students and shall monitor the same.
8. All concerned shall ensure that the academic interests of students are not adversely affected and that teaching-learning activities continue uninterrupted.
9. The Heads of all Affiliated Institutions, HoDs of all MAKAUT, WB in-house departments & Directors of all MAKAUT, WB in-house are requested to circulate this Notification among all teaching personnel, students and other concerned stakeholders and ensure strict compliance.
10. Any deviation from the above instructions shall be viewed seriously and may attract action under the applicable norms.

This has got approval dated 20.08.2026 of the Competent Authority in the File No MAKAUT/RE/Notice-106.

(Dr. S. K. Maity)
Registrar (Addl. Charge)
& Inspector of Colleges
MAKAUT, WB

Copy forwarded for information and necessary action to:

1. The P.A to the Hon'ble Vice-Chancellor, MAKAUT, WB – Please bring it into the kind notice to the Hon'ble Vice Chancellor.
2. The P.S to the Hon'ble Minister-in-Charge, Department of Higher Education, Government of West Bengal, Bikash Bhawan, 6th Floor, Salt Lake, Kolkata-700091.
3. The Additional Chief Secretary to the Govt. of West Bengal, Department of Higher Education, Bikash Bhawan, 6th Floor, Salt Lake, Kolkata-700091, Email id: secy.hestbt-wb@gov.in.
4. The Senior Special Secretary, Department of Higher Education, Govt. of West Bengal, Bikash Bhawan, 6th Floor, Salt Lake, Kolkata-700091, Email id: ctbiswas@gmail.com.
5. The Joint Secretary, Department of Higher Education, Govt. of West Bengal, Bikash Bhawan, 6th Floor, Salt Lake, Kolkata-700091, Email id: jshed2025@gmail.com.
6. The Director of Technical Education, Department of Higher Education, Govt. of West Bengal, Bikash Bhawan, 6th Floor, Salt Lake, Kolkata-700091, Email Id: dtewbgovt@gmail.com.
7. All Principal/Director of all colleges affiliated to MAKAUT,WB.
8. All Officers, MAKAUT, WB.
9. All Directors, MAKAUT, WB.
10. All Heads of the Departments, MAKAUT, WB.
11. All Faculty Members, MAKAUT, WB.
12. All Staff Members, MAKAUT, WB.
13. The Information Scientist, MAKAUT, WB- with a request to kindly upload this in our University website.
14. Office File
15. Guard File

(Dr. S. K. Maity)
Registrar (Addl. Charge)
&Inspector of Colleges
MAKAUT, WB