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ST JOSEPH'S UNIVERSITY

9-09-2023

NOTICE TO ALL TEACHING STAFF

IGNITORS

The schedule for IGNITORS is as follows:

UG Shift 1 - 20th & 21st September 2023

UG Shift 2 - 22nd & 23rd September 2023

PG Shift 1 - 25th & 26th September 2023

PG Shift 2 - 27th & 29th September 2023

There will be **NO regular classes for students who have Ignitors** scheduled on the respective days.

The class mentors of each class are expected to take attendance within the first 10 minutes of the sessions. The details of the sessions are as follows:

20th & 21st September 2023 (Shift 1) UG

8:30 am - 9:45 am	- Session 1
9:45 am - 9:50 am	- Short Break
9:50 am - 11:05 am	- Session 2
11:05 am - 11:25 am	- Long Break
11:25 am - 12:40 pm	- Session 3

22nd & 23rd September 2023 (Shift 2) UG

11:55 am- 1:15 pm-	Session 1
1:15 pm- 1:45 pm-	Break
1:45 pm- 3:00 pm-	Session 2
3:00 pm- 3:05 pm-	Break
3:05 pm- 4:30 pm-	Session 3

The attendance has to be entered on Linways by the mentor **by the end of the day.**



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In case a class mentor is a resource person for the Ignitors programme and is unable to take attendance, kindly delegate another faculty member to do the same.

The entry on Linways can only be done by the respective class mentor.

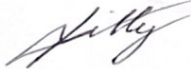
The hard copy of the attendance sheet for 2 days sessions has to be **submitted to Dr Reena Savitha Serrao** (Department of Chemistry), **Dr Cisy Abraham** (Department of Chemistry), and **Ms Gisa George** (Department of Commerce)

Students are hereby directed to verify the consolidated attendance by 4:00 p.m. on 30th September 2023. All grievances regarding attendance must be addressed by 1st October 2023. No further requests will be entertained to modify the attendance after this date.

On the 20th and 21st, all the laboratory classes will be conducted as per the regular timetable for Shift 2 and Shift 3. However, theory classes will be conducted from 1:50 p.m. as per the regular timetable for Shift 2 students.

On the 22nd and 23rd, all the laboratory classes will be conducted as per the regular timetable for Shift 1 and Shift 3. Theory classes will be conducted from 7:00 a.m. to 11:55 a.m. as per the regular timetable for Shift 1 students.

Class mentors kindly **note the classrooms** in which your students are seated as they may not be seated in their regular classrooms.


Campus Minister


Registrar
REGISTRAR
St Joseph's University
P. B. 27094
36, Lalbagh Road
Bengaluru - 560 027


Vice-Chancellor
VICE - CHANCELLOR
St Joseph's University
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