



SANDIP
UNIVERSITY
UGC Recognised



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OFFICE OF THE REGISTRAR

SUN/Admin/RO/Notification/2026-27/036

Date: 1st September, 2026

Subject: Priority to Conducting Lectures and Regulation of Meetings/Student Movement During Academic Hours.

All Deans, Heads of Departments (HODs), and Faculty Members are hereby informed that conducting lectures and ensuring effective academic engagement of students shall be treated as the utmost priority of the University. In order to maintain academic discipline and ensure optimum utilization of teaching hours, the following instructions shall be strictly adhered to:

1. Lectures as the First Priority

Conducting scheduled lectures, practicals, tutorials, and other academic activities shall be the first and foremost priority of all Faculty Members, HODs, and Deans.

2. Priority to Teaching Responsibilities

All Faculty Members, HODs, and Deans shall ensure that their teaching responsibilities are duly discharged as per the approved timetable. No administrative work shall ordinarily be undertaken during scheduled lecture hours if it can be attended to later.

3. Lectures of HODs and Deans

HODs and Deans are advised to **preferably schedule and conduct their lectures in the first half of the working day**, wherever practicable, so that administrative responsibilities, meetings, discussions, and departmental matters can be attended to in the second half.

4. Meetings and Discussions

All routine meetings, departmental discussions, administrative deliberations, reviews, and other non-academic discussions should, as far as possible, be scheduled in the second half of the working day so that they do not interfere with scheduled lectures.

5. Student Movement During Lectures

No student shall be permitted to leave the University premises during scheduled lecture hours without prior permission from the competent authority and a valid reason.

6. Administrative Work During Teaching Hours

Administrative work requiring the presence of HODs/Deans during lecture hours should be planned in such a manner that their teaching commitments are not affected. In unavoidable circumstances, appropriate alternate arrangements shall be made.

All concerned are requested to extend their cooperation in ensuring that academic activities remain the highest priority of the University.

By Order of the Competent Authority


Registrar 01/09/2026
Sandip University, Nashik

