

Office Order No. 98 OF 2025, Dated 23/08/2025

In continuation of the email dated August 19, 2025, and with the approval of the Competent Authority, the following guidelines/instructions are hereby issued for the information and strict compliance of all Heads of Departments, ERP/eSamarth sections, and students. These measures are intended to ensure the smooth and uninterrupted conduct of IOE classes alongside regular academic activities.

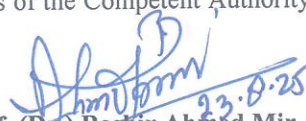
1. The ERP Coordinator shall communicate the final list of students enrolled in IOE courses to the respective Heads of Departments. The maximum number of students permitted per IOE section is strictly limited to 60, while the minimum enrollment threshold must not fall below 25 students. Departments are requested to ensure adherence to these limits to maintain the quality and effectiveness of the IOE programs.
2. In case, the minimum number of students enrolled for an IOE course falls below the minimum threshold of 25, the course shall not be offered. The ERP Coordinator is responsible for promptly notifying the concerned Head of Department regarding the non-viability of such IOE sections, ensuring timely adjustments to the academic plan.
3. The Institute Timetable In-Charge, in consultation with the departmental timetable coordinators, shall finalize and freeze a common time slot for the conduct of IOE classes across all departments. The designated time slots for IOE classes are as follows:
 - i. Monday: 4:30 PM – 5:20 PM
 - ii. Tuesday: 4:30 PM – 5:20 PM
 - iii. Wednesday: 4:30 PM – 5:20 PM

These slots are to be reserved exclusively for IOE classes to ensure uniformity and avoid any clash with regular academic schedules.

4. All respected HODs are kindly requested to adhere to the above designated time slots for IOE classes in letter and spirit, to facilitate uniformity and effective academic planning.
5. Students are strongly advised to attend their IOE classes regularly and maintain a minimum attendance of 75%. Failure to meet this attendance requirement will result in students being ineligible to appear for the End-Term Examination of the respective IOE course/ other courses. Strict adherence to this policy is essential to uphold academic standards and ensure successful course completion.
6. Class Monitoring Committee is requested to ensure that IOE classes are conducted strictly as per the designated time slots mentioned above. Their cooperation is essential in maintaining consistency and discipline in the conduct of IOE sessions across all departments.

All stakeholders are expected to adhere to the aforementioned guidelines/instructions of the Competent Authority with utmost sincerity and full compliance.

DAA
No. NITS/R/2025/ 166
Dated: 23.08.2025


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Dean Academic Affairs (DAA)

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Copy to:

1. All HODs/HOCs for information & dissemination
2. Associate Deans (Examinations/ F&SE and PG/ Academic Affairs) for information
3. ERP/ESamarth Coordinator for information
4. Chairperson CSC for information and a request to arrange uploading the Notice on Institute Website
5. Institute Timetable In-Charge for information and dissemination
6. Class Monitoring Committee for information & dissemination
7. SS to Director for information of the Director
8. PS to Registrar for information of the Registrar
9. Concerned file
10. For Display on Notice Boards and IOE Classrooms