



# XAVIER INSTITUTE OF ENGINEERING

(Approved by AICTE, Affiliated to Mumbai University, Recognized by DTE, Govt of Maharashtra, Accredited by NAAC)  
EXTC, IT branches are NBA Accredited

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Date: 21<sup>st</sup> December 2024

## Circular

All faculty may please note that as the new semester is starting from 07<sup>th</sup> Jan 2025 i.e., Tuesday, there shall be a meeting on 4<sup>th</sup> Jan 2025 i.e., Saturday at 9.30 am in LH-1, regarding preparation of the time table and work load distribution that has to be completed and displayed on the notice board. The agenda shall be sent soon.

The time table has to be put up on the Notice Board / Website before 7<sup>th</sup> Jan 2025.

Hence, all faculty and technical staff are requested to plan their teaching schedule, by formulating their lesson plan and upload the same on the website as mentioned above, well in advance for the reference of all students.

**Principal**

- Cc to :
1. Director
  2. Administrator
  3. HOD's of all the department
  4. Registrar
  5. COE
  6. Faculty notice board
  7. General Office Notice Board
  8. Library