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ST JOSEPH'S UNIVERSITY

Ref: SJU/RO/STA/02/2026-27

June 20, 2026

Notice to All Teaching Faculty

Subject: Commencement of Classes and Academic Guidelines – Academic Year 2026–27

All Faculty Members are informed that classes for all students will commence on **22 June 2026**.

To ensure a smooth start to the academic session, the following guidelines shall be followed:

1. Support for First-Year Students

Class Mentors, Welfare Officers, HODs, and PG Coordinators shall be available during their assigned shifts during the first week to assist first-year students in locating classrooms and laboratories, navigating the campus, and addressing academic or administrative queries.

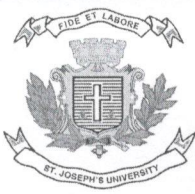
2. Verification of Language Course Allocation

First-year language teachers shall:

- Collect a hard copy of the admission confirmation email and language preference from students during the first week of their language classes.
- Verify and record the same in the hard-copy attendance register.
- Ensure students attend the language class assigned at the time of admission.
- Continue the verification process for newly admitted students until **30 July 2026**.

3. Attendance Recording

- Attendance shall be maintained in the prescribed hard-copy attendance sheets from the first day of classes.
- Until further notification, attendance shall be recorded only in the hard-copy register.
- Upon successful mapping of students on Linways, faculty members shall mark attendance online during class and update the corresponding hard-copy register immediately thereafter.



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4. Student Orientation and Academic Compliance

- Class Mentors of first-year students and PG Coordinators shall brief newly admitted students on academic guidelines and language course allocation (For UG students) as and when they join the programme.
- Class Mentors of second- and third-year UG students and second-year PG students shall reorient students during their first class, emphasising attendance requirements, procedures for attendance claims, provisions of the Student Handbook, and other course completion requirements.

5. Responsibilities of HODs and PG Coordinators

HODs and PG Coordinators shall:


- Ensure the required syllabus is available on the website
- All information about the faculty of the department should be made available on the Website
- Ensure compliance with attendance recording procedures.
- Maintain and preserve all hard-copy attendance registers.
- Submit attendance records to the IT Cell at the end of the semester.

All concerned are requested to ensure strict adherence to the above instructions for the effective conduct of academic activities and student support services.

To,
All the teaching staff of the University

Cc,

- Deans
- HoD's & PG Coordinators
- Website
- IT Cell


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