



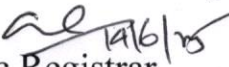
CIRCULAR

It has been observed that certain official letters and communications are being addressed by the faculty members directly to the Deans/Principals/Heads instead of the VC or the Registrar. In this connection, all concerned are hereby advised that such correspondence requiring administrative or policy level decisions should be properly addressed to the Vice Chancellor or Registrar, as appropriate, through proper channel. Also any requests pertaining to official matters - including leave applications or matters requiring formal approval should not be sent directly via WhatsApp or other informal platforms to the Vice Chancellor or other authorities unless the matter is of an extremely urgent nature.

Further, the Competent Authority also directed that all the matters which needs approval/sanction/decision from the higher authority should be forwarded/duly recommended/remarks with brief justification of the case in the noting sheet. It may kindly be noted that all types of financial approvals must be submitted at least 03 days in advance. Except on any emergency, all the routine matters to be forwarded to the Registrar office before 04:00 pm for approval of Competent Authority.

This practice will ensure timely and appropriate attention, as well as adherence to the administrative protocols of the University.

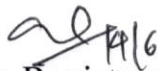
Your cooperation in maintaining the procedural discipline shall be highly appreciated.


I/c Registrar

All Deans/ Principals/ Heads
Director, PIIC
Director, Admission and Marketing
Finance Officer
Administrative Officer
Head IT Cell
Account Office

CC

Hon'ble Members of BOM - For information please.
PVC - For information please.
PS to VC - For information to the Hon'ble VC please.


I/c Registrar

