

**MAHATMA GANDHI UNIVERSITY**

No.Ad.AI-I-355/2015

Dated: 18.04.2016.

**CIRCULAR**

Sub:- Officers representing the University in committees, interview boards, meeting etc. – Report – Furnishing of - reg

Ref:- Note No. Reqr./02/186/2016 dated 12.04.2016 with orders of the Vice Chancellor.

Officers and teachers of the University and teachers of affiliated colleges (Subject Experts etc.) are attending various Council meeting/interviews/other meetings/ Boards etc, representing the University. But after the said events most of them fail to give any note/ report of the transactions at the meeting and the University is totally unaware of it.

Hence, the Vice Chancellor has issued orders that all officers/teachers concerned shall submit a report of the meeting they have attended within 24 hours of the meeting by e-mail or by post in writing to the Vice Chancellor/Registrar.

All concerned are directed to comply with the orders while they are deputed for such meetings/Interview/Boards etc:

Sd/-

ASSISTANT REGISTRAR (ADMN.) I  
For REGISTRAR

To

1. All AR/DR/JR
2. All Sections/Departments/Schools
3. PS to VC/PVC
4. PA to Registrar/F.O/C.E
5. P.R.O.
6. Notice Board/Content Management Section (to publish in the University Website)
7. SF/FC
8. Notice Board

APROVED FOR ISSUE



SECTION OFFICER