

CIRCULAR

Sub: Submission of action taken report of Syndicate resolutions – reg.

It has come to the notice of the undersigned that the Section Officers are not complying with the direction given to them along with the resolution of the Syndicate that an action taken report on the resolution shall be forwarded to Ac.C Section within two weeks.

Hence all concerned is hereby directed that a report of the action taken on each resolution of the Syndicate, along with the following, shall be forwarded to Ac.C Section within two weeks of receipt of the resolution of the Syndicate.

- (1) Copy of the University Order/Memo/Letter issued based on the decision of the Syndicate.
- (2) Follow up actions taken by the Section Officer to implement the decision (U.O./Memo/Letter as the case may be) and consequential results.



REGISTRAR

To

- 1) All Sections
- 2) PS to VC/PVC
- 3) PA to Registrar/CE/FO
- 4) Departments
- 5) SR/FC/Records Sn/Content Management Sn.