



**MAHATMA GANDHI UNIVERSITY, KERALA**

No. 19440/AD A1-3/2022/AD A1

Dated: 07.02.2022

Priyadarsini Hills

**CIRCULAR**

Sub:- Directions to Officers - to improve work efficiency, strengthen the monitoring system and to ensure prompt and time-bound service to the stakeholders - reg.

Ref :- Note from Vice Chancellor, No.V.C.702/2/028/2022,dated-04.02.2022

With a view to improve efficiency, strengthen the monitoring system and to ensure prompt and time-bound service to the stakeholders, following directions have been issued by the Vice Chancellor for strict compliance.

- It has been decided to convene meetings of Supervisory Officers and Branch Officers on a weekly basis and to evaluate the progress of work in all branches.
- The Joint Registrars shall convene meetings of Deputy Registrars, who in turn shall convene meetings of Assistant Registrars under them and evaluate the progress of work every week.
- The Assistant Registrars shall convene meetings of Section Officers under them, who in turn shall hold meetings with members of the staff in their Section.
- The duration of these meetings can be limited to 10 minutes.
- On the basis of the meetings and the feedbacks obtained, the Joint Registrars shall submit a report on the progress of work under them to the Branch Officers concerned, who in turn shall submit a report to the Vice Chancellor every Monday.

**RAMESH R**

ASSISTANT REGISTRAR I (ADMIN)

To

1. PS to Vice Chancellor/ Pro-Vice Chancellor
2. PA to Registrar/ Finance Officer/ Controller of Examinations
3. AR/DR/JR (Administration/ Academic/ Finance/ Examination)
4. Joint Director, Kerala State Audit Dept., MGU.
5. P.R.O/ Records/ Content Management/ Statistical Unit/ IQAC/ I T Cell.
6. SF/ FC/ Day file