



MAHATMA GANDHI UNIVERSITY, KERALA

No. 26895/AD A1/3/2019/AD A 1

Dated: 27.05.2025

Priyadarsini Hills

CIRCULAR

Sub:- Administration:-Communications/enclosures forwarded to Chancellor -English translation required -Notice regarding meeting of Authorities -Instructions -Regarding.

Ref :- 1. Circular No. KRB/957/2025-GSO6, dated.17.05.2025

Guidelines have been issued vide reference(1) above for sending communications / enclosures to the Hon'ble Chancellor.

Guidelines:-

- It is directed that while sending letters/reports, it shall be ensured that copies of the references are enclosed as annexure. Please also ensure that a legible copy of the enclosures are attached and if the copies are in Malayalam language, a translation of such copies in English shall also be attached for the perusal of the Chancellor.
- Whenever, a notice regarding the meeting of the Authorities of the University (Senate, Syndicate, Academic Council, etc.) is sent with a request to bring the same to the notice of the Hon'ble Governor, please also add a para regarding the role of the Hon'ble Governor in such meetings, quoting the relevant provisions of the Act/Statutes of the University. Please also enclose a copy of English version of the relevant part of the Act/ Statutes.

It is hereby directed that the aforesaid instructions in the circular are complied with strictly so as to ensure the prompt action on the requests from the Universities.

BINOY A R

ASSISTANT REGISTRAR I (ADMIN)