



University of Jammu

Baba Sahib Ambedker Road, New Campus, University of Jammu, Jammu (J&K)-180006

CIRCULAR

In order to ensure the judicious use of time and resources during the conduct of various Academic Activities/Seminars in the University **wherein the Vice Chancellor has been invited to be the Chief Guest/Preside**, following is hereby ordered that:-

1. The duration of presence of the Vice-Chancellor must not exceed beyond one hour during the Introductory and Valedictory Programmes (including the Speeches), in view of his other pressing engagements. The rest of the activities/Programme may continue thereafter.
2. No formal vote of thanks shall be given, the Organizer shall welcome and thank the Guests, Speakers and Media etc.
3. Bouquets/Mementoes shall not be presented to the Vice Chancellor/ other guests from within the University.
4. High Tea etc. shall not be served in these Seminars/Activities, instead normal refreshment be served.
5. Use of plastic bottles and other plastic materials be avoided.

The above be noted for Strict compliance by the all concerned.

By order,

No: *ESTAB./10/12841-940*

Dated:- *dt. 24/09/18*

Copy to:-

1. Spl. Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs /Dean Research Studies/ Registrar/Controller of Examinations, University of Jammu
3. Director, DDE/CDC/DLL/DIQA/Physical Education/HRDC/Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/SHTM/ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women Studies/ Centre for IT Enabled services & Management
4. All Rectors / Directors of the campuses of the University
5. Dean Students Welfare/Provosts (Boy's/Girl's Hostels)/Dean Student Placement
6. All Heads of the Teaching Departments of the University
7. I/c Administrator, General Zorawar Singh Auditorium
8. I/c Librarian, Dhanvantri Library.
9. Sr. P.A. to the Joint Registrar (Finance/Exams)
10. Programme Coordinator, NSS
11. Medical Officer, UHC
12. All Wardens of University Hostels
13. All Dy. Registrars/Assistant Registrars
14. Executive Engineer/Manager Guest House
15. President, JUTA/JUOWA/JUNTEU/JUNGEEA
16. Security Officer
17. All Sections/Guard File
18. Security Officer
19. All Sections/Guard File

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REGISTRAR