



VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,
West Bengal, INDIA.

Dated : 30.01.2019

NOTIFICATION

I have been directed by the Hon'ble Vice-Chancellor of this University to notify for general information of all concerned that all concerned are requested to apply in the enclosed proforma for uploading of Notifications on the University website. The authorized approving authority list is enclosed herewith for ready reference.

All concerned are being informed accordingly.


Sd/-
Registrar

Memo No. VU/R/Noti./178/2019 Dated: 30.01.2019

Copy forwarded for information and necessary action to:

1. Dean(Actg.), Faculty of Science,
2. Dean(Actg.), Faculty of Arts and Commerce,
3. All Academic and Administrative Heads with a request to circulate the notification among the employees,
4. The Director (Officiating), DDE, with a request to circulate the notification among the employees of DDE
5. The Secretary to the Vice Chancellor for kind information to the Hon'ble Vice-Chancellor,
6. The Office Supdt., Registrar's Office,
- ✓ 7. Information Scientist for wide circulation on the University website,
8. The Establishment Section,
9. Guard file




30/01/19
(Dr. J. K. Nandi)

Registrar

Registrar
Vidyasagar University
Midnapore - 721102
West Bengal, India

To

_____ (Approval Authority / Self Approved)

Sir,

Kindly permit me to upload the notification in the University website (<http://ecircular.vidyasagar.ac.in>) with the following details.

Subject of the Notification –

Ref. No with Date–

Notification Valid up to –

I have thoroughly checked (spelling, grammar, content and the language) the notification enclosed herewith for uploading in the university website. I will share the softcopy of the notification to Information Scientist (if necessary).

Thanking You,

Yours Faithfully,

(Signature)

Name –

Designation –

Department –

To

Information Scientist

Vidyasagar University

Kindly Publish the above notice in the e-circular portal of the Vidyasagar University.

With Thanks

(Authorized Signatory)



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Type of Notice	Authorized Approval Authority
All types of Special Notification(s)	Hon'ble Vice-Chancellor
Notification related to Routine Administration (e.g Employment Notification, Tender/Auction Notice, Ph.D Related, General Notice etc.)	Registrar
Notification related to Finance (e.g Tender/Auction Notice, Income Tax circular etc.)	Finance Officer
Notification related to Examinations (e.g schedule, center list etc.)	Controller of Examinations
Notification related to Distance Education	Director , DDE
Notification related to Academic Matters (Seminar, Workshop etc.)	Deans of respective faculty
Notification related to Post Graduate Courses and M.Phil (Admission, Academic Calendar, Syllabus etc.)	Secretary , Faculty Councils for P.G. Studies
Notification related to Under Graduate courses (Admission, Academic Calendar, Syllabus etc.)	Hon'ble Vice-Chancellor / Secretary , Faculty Councils for U.G. Studies
Notification related to NSQF	Hon'ble Vice-Chancellor / Special Officer
Notification related to IQAC	Hon'ble Vice-Chancellor / Director, IQAC
Notification related to CCAE	Hon'ble Vice-Chancellor / Director, CCAE
Notification related to Library	Hon'ble Vice-Chancellor / Deputy Librarian
Notification related to College Administration	Hon'ble Vice-Chancellor / Inspector of Colleges
Notification related to Students' Registration	Registrar
Notification Related to Students' Welfare , Sports etc.	Hon'ble Vice Chancellor / Dean of Students' Welfare
Notification related to Ph.D	Hon'ble Vice-Chancellor / Registrar

BULK SMS

For sending any type of BULK SMS, prior approval from the Hon'ble Vice-Chancellor is Mandatory. SMS text along with the target recipient list (in excel format) has to be shared with the Information Scientist.

Tele-Fax (953222) 275297 / EPABX: 276554-555-557, Fax : (953222) 275329,
e-mail : registrar@mail.vidyasagar.ac.in