



# VIDYASAGAR UNIVERSITY

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

Dated : 05.12.2019

## NOTIFICATION

It is hereby notified for general information of all concerned that all Head of the Academic and Administrative Departments are hereby requested to submit one copy of Key of each room of his / her department at the Office of the Registrar for emergency situations. The Convenor of each Quarter / Hostel Committee is also requested to submit one copy of key of the main entrance of the respective Quarter / Hostel to the Office of the Registrar at the earliest.

Security personnel are requested to remove the keys from the key branches which are of no use at present.

All concerned are being informed accordingly.

This is issued with the approval of the competent authority.

*Sd/-*  
*Registrar*

**Memo No. VU/R/Noti./1847/2019 Dated: 05.12.2019**

**Copy forwarded for information and necessary action to:**

1. The Dean(Actg.), Faculty of Arts and Commerce,
2. The Dean(Actg.), Faculty of Science,
3. All HOD / TIC of all Academic and Administrative Departments
4. The Director (Actg.), DDE,
5. The Deputy Registrar (Admn.)
6. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
7. The Convenors of the each Quarter / Hostel Committee,
7. The Office Supdt., Registrar's Office,
8. The Establishment Section,
9. The Information Scientist for wide circulation on the University website.,
10. Guard File



  
(Dr. J.K. Nandi)

*Registrar*

Registrar  
Vidyasagar University  
Midnapore - 721102  
West Bengal, India

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e-mail : [registrar@mail.vidyasagar.ac.in](mailto:registrar@mail.vidyasagar.ac.in)