



Office of the Registrar
VIDYASAGAR UNIVERSITY

Midnapore - 721 102.

Dated : 07.03.2022

NOTIFICATION

It is hereby notified for general information that the faculty members/Officers of Vidyasagar University and the Principal (s)/Teachers-in-Charge of all colleges affiliated to Vidyasagar University who are willing to send any correspondences like, letters, messages, documents etc. and also willing to communicate with the University in any other related matters through mail, **are required to send the same from their authorised /registered e-mail addresses created by the University for prompt reply and necessary action from the end of the University authority.** In no circumstances such communications will be entertained from personal or any other e-mail address except the University authorised/ registered e-mail address henceforth.

In connection with the above, all are requested to kindly refrain from sending different communications from their personal or any other e-mail except the above as decided by the University.

This notification is issued with the approval of the competent authority.

Sd/-
(Dr. J. K. Nandi)

Registrar.

Memo No. : VU/R/Noti./C0074/2022 dated 07.03.2022.

Copy forwarded for information and necessary action to :

- (1) *the Deans of the faculty concerned;*
- (2) *all heads of the academic and administrative departments;*
- (3) *the Director, DDE;*
- (4) *the Director, Internal Quality Assurance Cell (IQAC);*
- (5) *the Principal(s) / Teachers-in-Charge of affiliated colleges;*
- (6) *the Deputy Registrar (Admin.);*
- (7) *the Deputy Registrar (Academic);*
- (8) *the Senior Information Scientist for uploading the same on the University website;*
- (9) *the office of the Senior Superintendent, Registrar's office;*
- (10) *the Secretary to the Vice-chancellor for kind information to the Hon'ble Vice-Chancellor;*
- (11) *the Establishment Section;*
- (12) *guard file.*

07/03/22
Registrar.

Registrar
Vidyasagar University
Midnapore-721102