

Ref. No.:-GRD/DO/2024/OCT/SA/05

Date: 05/10/2024

## Internal Circular

**From:** Director General**To:** All Directors/HODs/Faculty/Staff**Subject:** 4 days prior approval of events.

All faculty, staff members, HODs, Directors are highly encouraged for conducting various academic and co-curricular activities for their students as well as for their faculty/staff after 2:30 PM.

However 4 days prior approval of undersigned is must, also all kind of financial expenses, technical resources etc must be approved and taken at least two days in advance from the undersigned.

Please note that any kind of expenses; strictly should not be taken from the students under any circumstances by any one. **All events will be free of cost for the students.**

Proposals mentioning outcomes must be discussed only in person between 3:30 PM to 5:30 PM with undersigned.



**Dr. Pankaj Chaudhary**  
**Director General**

- CC) 1)** P.S. to Hon'ble Chairman for Information please.  
**2)** Vice Chairman for information please  
**3)** All Directors/Head of Schools  
**4)** All Deans/HODs  
**5)** Account Section.  
**6)** Registrar.