

Ref. No.: -GRD-IMT/DO/2024/OCT/SA/07

Date: 05/10/2024

Notice

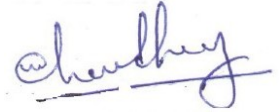
Subject: Meeting Time with Director General

For day to day operations, leaves, academic works or any grievance etc students and faculty **must meet only to their own Directors/Head of Schools/HODs** after 12:30 PM as a single point of contact.

If problems are not resolved at their own director level, and meeting is must with undersigned, Below schedule must be strictly followed by all:

- Students – 3:30 PM to 4:00 PM
- Faculty & Staff – 4:00 PM to 4:30 PM
- Visitors, Parents etc – 4:30 PM to 5:30 PM
- Hostellers – 5:30 PM to 6:00 PM

Prior appointment must be taken from Ms. Himani Mittal (8130352217).



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.