

All communications should be addressed to the Registrar by designation and not by name.

Phone : 04144 – 238259
Fax : 04144 – 238080
E.mail : au_regr @ ymail.com



ANNAMALAI UNIVERSITY

(Accredited with 'A+' Grade by NAAC)



No. B1-8/2022

27.10.2022

CIRCULAR

Sub: Annamalai University – Organizing of various functions / Seminars etc.
– Reg.

Ref: Orders of the Vice-Chancellor dated 22.10.2022.

It is informed that various functions are organized by the Deans, HODs, Director of Distance Education, Director of Research and Development, Hostel Wardens, Librarian and other Staff members of Annamalai University are to celebrate the various functions. For those functions, Dignitaries, V.I.Ps, Alumni of Annamalai University etc., will be invited as Chief Guests and Speakers. In such cases, the names of the persons to be invited for the functions have to be submitted to the Registrar through the Protocol Officer well in advance. Only after obtaining the approval of the Registrar, necessary action has to be taken to invite the persons.

The above instructions should be followed scrupulously. Any failure in this regard will be viewed very seriously.

10/10/22
Registrar i/c
C. My.
27/10/22

To

All the Deans of Faculties
All the Heads of the Departments / Divisions
The Controller of Examinations
The Director, DDE
The Director, Academic Affairs / DRD/ DARE/ IQAC / EDA
All the Directors/Joint Director/Dy. Directors in the Admini / Exam/DDE/ All Faculties
All the Co-ordinators/Dy. Co-ordinators in the Admini/Exam/DDE/All Faculties
The Library, University Library, A.U.
All the Dy. Registrar/Asst. Registrars/ Section Heads
in the Admini / Exam/ DDE/ All Faculties
All the Engineers, Civil / Electrical/ Water supply/Drainage / PH/Sanitation.
All the Wardens of Hostels
All the NSS Programme Officer in the Departments
All the NCC Officer in the Departments
The Director i/c, Security Office
The Protocol Officer
The Director, ADIC
The Public Relations Officer

Copy to

P.S. to Vice – Chancellor
P.A. to Registrar