பேரா. இரா. திருமுருகன்
பதிவாளர்
प्रो. आर. तिरुमुरुगन
कुलसचिव
PROF. R. THIRUMURUGAN
REGISTRAR

तमिलनाडु केन्द्रीय विश्वविद्यालय
(संसद द्वारा पारित अधिनियम2009 के अंतर्गत स्थापित
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
नीलक्कुडी परिसर/Neelakudi Campus,
कंगलान्चेरी/Kangalancherry,
तिरुवारूर/Thiruvarur - 610 101
: 04366 277230 /Telefax : 04366 277222

CUTN – 29(1)/2020 – Reg. Sec 1470 18.08.2023

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CIRCULAR

Sub: Requisition to follow the established procedure as regards sending communications through proper channel –Reg

It has been observed that most of the letters/ requests/emails received from the faculty members / departments were found without the recommendations of the Dean of the School concerned. It is also observed that emails are often received from the faculty/staff in a routine manner by-passing the process of proper channel communication. This is not a healthy practice. Some of the Departments send letters directly to the section concerned without sending the communication to the Registrar.

This has been viewed seriously as an untoward practice and should be discarded forthwith. Hence I would like to request all the faculty members to scrupulously follow the established procedure of sending communication through proper channel (Faculty / Non Teaching Staff-> Head / Incharge / Coordinator/Department / Section Head -> Dean of School concerned ->Registrar) while sending letters/ requests/ proposals of any kind including project proposals, conducting workshops/ seminars/ conferences, etc., / all kinds of leave applications/ any papers. In the event of failure to follow such established procedures, such communication will not be entertained hereafter by the administration for further scrutiny/action.

Your earnest cooperation is solicited in this regard.

21.08.23

Registrar

To

1. All Deans /Heads /Faculty, CUTN
2. All Non-Teaching Staff, CUTN
3. System Admin, CUTN
4. PS to VC, CUTN
5. Assistant, Registrar Secretariat, CUTN

Registrar / कुलसचिव
Central University of Tamil Nadu
तमिलनाडु केन्द्रीय विश्वविद्यालय
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Thiruvarur - 610 005 / तिरुवारूर
Tamil Nadu / तमिलनाडु