

MBU/ REG/CIR/34/2024-25/18

01-10-2024

CIRCULAR

All the Students, Faculty and Staff are hereby informed that the University will remain closed on 02.10.2024 (Wednesday) on account of "Gandhi Jayanti" subject to arrangements being made for attending to urgent duties, if any.

Faculty, Staff and Students assigned "Mohana Mantra 2024" responsibilities should attend the duties on 02.10.2024.



REGISTRAR

Copy To :

EA to Chairman, SVET & Chancellor, MBU
EA to CEO, SVET & Pro Chancellor, MBU
Chief Growth and Strategy Officer, MBU
Assistant Director, VC's Office
Registrar, MBU; Deputy Registrars: Student Records, Regulatory Affairs, MBU.
Vice Presidents: CDC, Administration, HR
AVPs: Admissions, Industry & International Relations, Administration
Deans: SOC & SOE, SCM, SOA, SLA, SOPS, SPL&HCS: **with a request to circulate among the Students and Staff of respective Schools/Departments.**
Deans: P&M, Academic Affairs, Accreditations, Student Affairs, RI, R&D
Controller of Examinations, MBU; Director (F&A), SVET; CAO, SVET.
Principals: SVEC, SVCN, SVDC, SVCP, SVIM; Vice Principal: Polytechnic, SVEC: **with a request to circulate among the Students and Staff of respective institutions.**
HODs: CSE, CSSE, IT, ECE, EEE, EIE, Civil, Mechanical, BS&H, MCA
Librarian, Chief Engineer, Valmar Office, Network Manager, Reception.

ENDORSEMENT

All the HODs are requested to circulate this information among the **members of the Students, Faculty & Staff.**



PRINCIPAL

Copy to:

- 1) EA to Chancellor & Chairman
- 2) EA to Pro Chancellor
- 3) PA to Vice Chancellor
- 4) Registrar
- 5) Vice-Principal, SVEC.
- 6) **Deans:** Academics, Examinations, Training & Placements, IIIC.
- 7) **HODs:** EEE, ECE, EIE, CSE, CSSE, IT, CE, ME, BS&H, MCA & Vice-Principal, Polytechnic for information and necessary action.
- 8) **HOIs:** SVEC, SVDC, SVCP, SVCN, SVIM – with a request to circulate among their Faculty, Staff and Students
- 9) Librarian; NIVA Coordinator; Valmar Office; Network Manager; Transport Manager; Reception; AVP (Admissions MBU).
- 10) MBU Website Coordinator, Manager (HR), SAO, CAO, SWO.
- 11) Director (F&A), SVET. Asset Management Executive, SVEC;
- 12) All notice boards.