



F. No. AUD/SS/4-39/2022-23/Learning Enhancement

Dated: 11/04/2023

CIRCULAR

It has been observed that the Dean of the Schools are not taking prior approval of Competent Authority pertaining to the budgets for Internships/ Dissertation/ Learning Enhancement and are directly submitting the reimbursement to the O/o Dean, Student Services.

It has also been observed that the budget for the field trip is submitted to the O/o Dean, Student Services for approval at very short notice.

Therefore, it is to request all the Schools that the prior approval of budget for Internship/Dissertation/Learning Enhancement/Field Trip must be obtained from the Competent Authority by submitting the proposal to the O/o Dean Student Services at least 21 days prior to the dates of the activity/field trip/Visits. In the absence of prior approval, it will be the responsibility of the concerned Dean of the School to obtain Post – facto approval of the Hon'ble Vice Chancellor before submitting the proposal to the O/o Dean, Student Services.

Handwritten signature and date: 11/04/23

Dean (Student Services)

Copy for information to:

1. Office of the Vice Chancellor
2. Office of the Proctor
3. Office of the Registrar
4. Office of the COF
5. All Deans: SDS/SHE/SUS/SLS/SHS/SES/SCCE/SBPPSE/SDes/SoL/SGA/SVS/SLGC/SHRM
6. Academic Services, AES Division, DR (Estate), Planning Division
7. IT Services, Library
8. Warden AUD
9. Assistant Director (Sports)
10. Webmaster- For uploading on the website & intranet