



**Student Services Division**

**CIRCULAR**

1857/ Dated: 11/05/2023

**Subject: Requesting students to make inquiries by visiting the office instead of using emails.**

Student Services Division has been receiving a large number of queries from students via email, and we would like to take this opportunity to address the issue. While we appreciate your efforts to reach out to us, we would like to inform you that it has become increasingly difficult for us to reply to all the queries received on mail. Additionally, we believe that queries are best resolved through face-to-face interaction. Many queries raised by the students are to be resolved by their respective school offices but are marked to Student Services Division.

Therefore, we request all students to visit your concerned school offices / Student Services Division physically for any queries or concerns they may have. The Student Services Division team will be available during office hours (on all working days as notified earlier) to provide you with the necessary support and guidance. We apologize for any inconvenience this may cause.

We look forward to addressing your queries by interacting face-to-face and are committed to providing you with the best possible support and guidance throughout your academic journey.

Circulated for compliance please.

  
Dean, Student Services

Copy for information to:

1. Office of the Vice Chancellor
2. Office of the Registrar
3. Office of the CoF
4. **All Deans: SDS /SHE /SUS /SLS /SHS /SES /SCCE /SBPPSE /SDes /SoL /SGA /SVS /SLGC/SHRM**
5. Academic Services/Student Services/IT Services/Library/Planning Division
6. Webmaster- For uploading on the website & intranet