

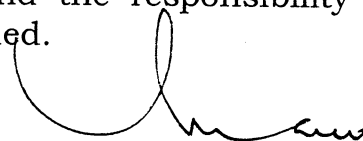
# UNIVERSITY OF JAMMU

## CIRCULAR

### SUB: MEETING OF THE SYNDICATE

The 112<sup>th</sup> meeting of the University Syndicate is due in the month of July. All the concerned are requested well in time to send the item/s duly approved by the competent authority which should clearly bring out the objective of the proposal, background, reasons for the placement of the item etc. in the very first paragraph of the Agenda note. The summary of the matter contained in Annexures should invariably be reflected in the Agenda note, for placing the same before the University Syndicate. It has been observed that most of the item/s are being received 2-3 days prior to the meeting or even on the day of the meeting. It causes a great hardship in compiling the agenda and also that the supplementary agenda and table items are not accepted in such meetings.

In view of the above, all the Rectors/Directors/HODs'/Branch officers/other concerned are hereby requested to send the item/s for the University Syndicate on or before 06 July, 2017. Thereafter, no item shall be entertained and the responsibility arising therefrom shall be that of the concerned.



No./Coord/Cir/17/621-700

Date: 23/5/2017

**REGISTRAR**

23/5  
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Copy to :

1. Spl. Secretary to Vice-Chancellor, University of Jammu, Jammu for the information of the worthy Vice-Chancellor please.
2. Sr. P.A. to the Registrar/Controller of Examinations.
3. All Rectors/ Directors of the main and the offsite campuses.
4. All Heads of the Departments.
5. All Branch officers of the Registry.
6. I/c Website with the request to upload the circular for wider information of all concerned.