


Ref. No. CUJ/GA/26/2016/1507

Date: 05 September, 2023

**Notice**

1. The University will celebrate **Teacher's day** on 05<sup>th</sup> September, 2023 at 2:30 PM at 1<sup>st</sup> Floor, Administrative Building, Cheri-Manatu Campus. All Faculties, Non-Teaching employees, scholars and students of the University are requested to attend the celebration.
2. The details of roles and responsibilities for seamless execution of the event are as follows:-
  - (a) **AR Estate-** look after the arrangements related to Estates Section i.e. Photo frame, flowering, lighting of lamp etc.
  - (b) **Technical Cell I/c-** look after all the arrangements of projection system etc.
  - (c) **Executive Engineer I/c-** look after the arrangement of continuous power supply in Administrative Building during the event.
  - (d) **Security Officer-** look after the Security arrangement and fire safety.
3. This is issued with the approval of Hon'ble Vice Chancellor.

  
[ले. कमां. उज्ज्वल कुमार (से.नि.)]  
[Lt Cdr Ujjawal Kumar (Retd.)]  
उप कुलसचिव-II  
Deputy Registrar – II

**Copy for information and necessary action to:-**

1. All the Deans of Schools
2. The Controller of Examination/ The Librarian
3. Dean, Academic Affairs/ Dean, R&D/ Director, IQAC
4. All Heads / Coordinators of Departments
5. CVO/ OSD(AA)/ DSW/ Chairman, Proctorial Board/ Coordinator (Admission Cell)
6. Transport (I/c) / Purchase (I/c) / EE (I/c)/ (I/c) Health Center
7. Co-ordinator, NCC/ Co-ordinator, NSS/ Sports I/c
8. All DRs / PRO/ Hindi Officer (I/c)/ ARs/ Security Officer
9. All Sections/ Cells of the University
10. All Teaching and Non-Teaching Employees (Refer to Website/ Notice Board)
11. Technical Cell I/c for uploading on University Website
12. Rajbhasha Cell- For Hindi Version
13. PS to Vice Chancellor/ PS to Registrar/ PS to Finance Officer
14. Notice Board, Concerned File & Guard File