





BANARAS HINDU UNIVERSITY

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## कुलसचिव कार्यालय (प्रशासन)

Office of the Registrar (Administration)

Ref. No. IIT(BHU)/GAD/2(18)/IPOC/Comm./ 550

Date-03.07.2018

## NOTICE

This is to notify to all concerned that the Induction Programme for newly admitted students in the session 2018-19 is scheduled to be held during 25<sup>th</sup> July, 2018 to 19<sup>th</sup> August, 2018. The Non-Faculty staff, who are interested to act as volunteers in various activities of the said Induction Programme, are requested to submit their willingness to the office of the undersigned through the concerned Head/Coordinator/Incharge of their respective Department/School/ Unit/Centre/Office, at the earliest but not later than 10<sup>th</sup> July, 2018.

Joint Registrar (Admin.)-II

Ref. No. IIT(BHU)/GAD/2(18)/IPOC/Comm./ BSOC Copy forwarded to the following for information and necessary action:

Date-03.07.2018

- 1. All the Deans.
- 2. All the Heads of Departments/Coordinator of Schools.
- 3. The Coordinators/Incharge of Units/Centers/Offices.
- 4. All the Professor Incharges.
- 5. The Chief Councilor, Gymkhana.
- 6. The Chairman, Institute Works Committee.
- 7. The Chairman, Senate Library Committee.
- 8. The Chairman, IIT (BHU)-Cafeteria Committee.
- 9. The Chairman, Council of Wardens.
- 10. The Coordinator, GTAC.
- The Chairman, Web Management & E-mail Services Committee.
  - 12. The Incharge, 1st Year Computer Lab.
  - 13. The Deputy Chief Proctor.
  - 14. The Joint Registrar (Admin-I)
  - 15. The Deputy Registrar(Accounts)
  - 16. All the Assistant Registrars
- 17. P.S. to the Director.
- 18. P.A. to the Registrar

Indian Institute of Technology (Banaras Hindu University)

Joint Registrar(Admin.)-II