NOTIFICATION

Attention is drawn towards this office notification No.R/GAD/Misc/99/20912 dated November 7/10/1998 and No.R/GAD/Misc/99/37059 dated 2nd November, 2011 issued as per orders of the Vice-Chancellor requesting to introduce the Attendance Registers for the teachers of the respective Units.

Further, the President’s Secretariat has conveyed some major actionable points identified during the conference of Vice-Chancellor of Central Universities (CUs) held during 2018 as received from the Deputy Secretary to the Govt. of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi vide No.F.No.20-5/2018-CU-Cdn dated 20th September, 2018. Among others, the point No. (ii) is being quoted below:

(ii) All CUs should ensure regular attendance by teachers as well as enforce financial discipline and maintenance of accounts.

The Vice-Chancellor while considering the matter observed that the directives issued earlier vide aforementioned notifications be adhered to. Accordingly, all the Directors of Institutes/Deans of Faculties/Heads of Departments/Principal of MMV/College/Schools and Incharges of Centres/Units, maintain Attendance Registers of the Teachers of their respective Units and all the faculty members/teachers of the University are requested to put their signature regularly on the Attendance Register kept in the office of the faculty/department/college/school/unit on all working days except the day(s) they are on any kind of leave.

In addition, all those who are entrusted with responsibility of financial sanction, are also requested to maintain financial discipline and accounts.

REGISTRAR

COPY forwarded to the following for information and necessary action:
1. The Directors of Institutes/ Director, IIT(BHU)/Deans of Faculties/Heads of Deptts/Offices/Units,
2. The Principal, Mahila Mahavidyalaya/College/Schools,
3. The Coordinator/Admin.Warden/Wardens of Hostels,
4. The Professor Incharge, RGSC, Barkachha,
5. The Chief Proctor,
6. The Dean of Students,
7. Dr. K.P.Upadhyay, Senior Consultant (Admin./Finance/Exams.)
8. The Coordinator, Computer Centre, with the request to upload on the internal website.
9. The Coordinators of Schools/Centres/Units,
10. The Public Relations Officer,
11. The Training and Placement Officer,
12. The Student Counselor,
13. All the Joint Registrar/Dy. Registrar/Asstt.Registrar,
14. The Asstt.Registrar & Secy. to Vice-Chancellor,
Banaras Hindu University.

REGISTRAR