



No: RDO/ 1072/23

Date: 21/11/2023

**ORDER**

It is hereby instructed to all Heads of the Departments/Schools/Centres to submit one-page Weekly Report on the activities of their respective Departments/Schools/Centres regularly on last working day of each week. The reports procured from each Departments/Schools/Centres will be compiled by the Office of the Registrar and be submitted to the Competent Authority.

This is issued with the concurrence of the Competent Authority.

Sd/-

Dr. H.P.Sharma  
Registrar (Acting)

Copy forwarded for information and necessary action to:

- 1) Office of the Director
- 2) All Deans/Heads of the Departments/Schools/Centres
- 3) All Officers
- 4) Institute Website
- 5) Record Section

(Dr. H.P.Sharma )  
Registrar (Acting)