



Shri Mata Vaishno Devi University

Kakryal, Katra-182320 (J&K) INDIA
(A State University recognized u/s 2(f) & 12(B) of UGC)

No. : SMVDU/Adm/25/ 72-76

Dated: 28-2-2025

Circular

Subject: Organizing of one day workshop on "Best Practices in Administrative Procedures"

Ref: SMVDU/DQA/2025/523 dated 21st Feb 2025.

With reference to the above captioned subject and as approved by the Competent Authority, a workshop on "Best Practices in Administrative Procedures" will be held on 4th March 2025 in LT-3. The workshop will be held in forenoon and afternoon sessions from 10 am to 12:30 pm and 2:30 pm to 5 pm respectively.

All concerned staff and faculty members are required to be seated in LT-3 by 9:45 am on 4th March 2025. Attendance of the participants is mandatory.

This issues with the approval of the Competent Authority.



Registrar
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Copy to

1. All Deans / Heads of Schools / Section Heads for information and intimation to the concerned staff and faculty members.
2. Finance Officer for information.
3. I/c AVP Cell for necessary support for conduct of the workshop in LT-3.
4. AR (VC Secretariat) for kind information of the Hon'ble Vice Chancellor.
5. I/c website for uploading on the University website.
6. Concerned file.