



F. No. AUD/SS/4-39/2023-24/Learning Enhancement

Dated: 28/02/2024

CIRCULAR

This is to advise all the deans, faculty members and concerned staffs that any proposal related to field visits/ projects seeking financial support from the Learning Enhancement Fund must follow the following route:

1. Proposal duly signed by the concerned school deans to be submitted to the SS division first.
2. SS division will then examine the proposal whether they are as per the LE norms.
3. Once vetted and examined, the proposal will be submitted by the Student Services to the HVC for approval.
4. Approved (or otherwise) proposal will be returned to the concerned school.

Please follow the above set procedure. It has been observed lately that some schools are directly taking approval from the Competent Authority. These delays the movement of the file, as the Student Services division ultimately sends the file again to the Competent Authority.

This is for your information, and smooth and timely facilitation.


Dean (Student Services)

Copy for information to:

1. Office of the Vice Chancellor
2. Office of the Proctor
3. Office of the Registrar
4. Office of the COF
5. All Deans: SDS/SHE/SUS/SLS/SHS/SES/SCCE/SBPPSE/SDes/SoL/SGA/SVS/SLGC/SHRM
6. Academic Services, AES Division, DR (Estate), Planning Division
7. IT Services, Library
8. Warden AUD
9. Assistant Director (Sports)
10. Webmaster- For uploading on the website & intranet