



Ref.: NIE/PPL/100/2022-23

April 18, 2023

**CIRCULAR**

**Sub.: Submission of requests by the students through proper channel**

**Attn.: All students of U.G. & P.G. Programmes**

With reference to the above subject, we would like to inform the students of U.G. & P.G. programmes that we are receiving requests by students through e-mail directly to the Administrative heads viz. Principal/ Vice Principal/ Dean (Academic Affairs)/ CoE etc. This action of yours **may lead to delay in processing of your requests** as it is said to bypass the process in place.

In this context all the students are hereby informed to submit the requests through **proper channel as mentioned below:**

1. A written request has to be sent to the concerned Faculty Advisor/ Proctor.
2. On specific recommendations of the Faculty Advisor/ Proctor, the same shall be submitted to the concerned Head of the Department.
3. After the recommendations of the HoD [DC approval (if needed)], the same shall be submitted to the concerned Section through the Department.
4. Once the decision is made by the Higher Authority based on the recommendations sent by the HoD, the same shall be sent back to the requesting Department for further processing.

All the students are informed to make a note on the same and follow the proper channel to submit any request to the Administrative heads.

**Note: E-mail shall be sent only during exigencies like illness / medical emergency / death of a relative etc.**

  
**PRINCIPAL**

1. All UG and PG Students
2. Vice Principal / Dean (AA) / CoE / Dean (R&D) / Dean (P&I) / Head – IQAC
3. HoDs and Proctors of CIV / MEC / EEE / ECE / IPE / CSE / ISE / MCA / PHY / CHE / MAT / LIB
4. SDSC / North Campus – for circulation
5. Hon. Secretary, NIE-MC – for information