



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Sub Post Office, SMVD University, Katra – 182 320(J&K)
Email: registrar@smvdu.ac.in

No. SMVDU/Adm/2021/ २११७ - ११

Dated: 20th August, 2021

Addendum

Sub - "Regarding assigning of additional duties to Ms. Bhawna Mishra, Assistant Registrar (DQA and Dean of Student Welfare) for smooth conduct of Admission Process".

In continuation to this office notification issued vide no. SMVDU/AA/21/788-792 dated: 12th August, 2021 and as approved by the Competent Authority, Ms. Bhawana Mishra, Assistant Registrar (DQA & Dean of Student Welfare) shall assist the Dean (AA) in the processing of requests for Admission Cancellation / Fee Refund cases, in addition to her own duties, replacing point no. (iv) of the aforesaid notification.

This issues with the approval of the Competent Authority.


20/08/21
Registrar
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Copy to: -

1. All Deans, for information.
2. Dr. Sharada M. Potukuchi, Chairperson, Core Admission Committee, for information.
3. All Heads / I/c Heads of Schools, for information.
4. Finance Officer, for information.
5. I/c Website, for uploading the same on University Website.
6. I/c Network, for creating a dedicated email id for processing requests for Admission Cancellation / Fee Refund cases: cancellationandrefund@smvdu.ac.in
7. Concerned:, for information.
8. PS to VC, for kind information of the Hon'ble Vice-Chancellor.
9. Office Order file.
10. Personal file of the concerned.