



Ref. No.: U-07/SVSU/2026/ 4391

Date: 03.06.2026

OFFICE ORDER

Subject: Guidelines for submitting files to the Vice Chancellor's/Registrar's Office – regarding proper documentation and recommendations for efficient processing of cases / files

It has been noticed that files sent to the Vice Chancellor's/Registrar's Office sometimes lack the necessary documentation and clear recommendations, which leads to avoidable delays. To ensure smoother and faster processing of applications/cases related to our students, teachers, and staff, the following guidelines are hereby issued with the kind approval of the competent authority.

1. Mandatory Office Note Sheet (Full Page): Every file forwarded to the Vice Chancellor's/Registrar's Office must contain a proper Office Note Sheet (full page) at the left side of every file. This note sheet should clearly incorporate all relevant points regarding the applicant's request (whether student, teacher, or staff member). In addition, the note sheet must carry the clear recommendation / remarks of the Dean / Principal / Director respectively, on the matter.

2. No Remarks on the Original Application: Please note that the Deans / Principals / Directors shall not make any forwarding note, remarks, or endorsement directly on the original application submitted by the concerned individual. All observations and recommendations must be recorded only on the separate Office Note Sheet as mentioned above.

3. Organization of Papers in the File: Before sending any file to this office, kindly ensure that all documents in the file are arranged chronologically (date-wise) and each page is duly numbered. This helps us review the case systematically and avoids confusion.

4. Consequence of Non-Compliance: If any file is found lacking the required Office Note Sheet (full page) with proper recommendations, or if remarks have been made on the application itself, or if the papers are not arranged date-wise and page-numbered, the file will not be accepted / received and will be returned to the sending office, then and there.

5. Strict Adherence to Avoid Delays: All concerned Deans / Principals / Directors are requested to follow the above instructions meticulously and also direct their subordinate staff members to follow the above in toto. Your cooperation is essential to prevent unnecessary delays in processing files and cases.

This order comes into force with immediate effect and is issued with the directions of the competent authority.

Registrar (O&O)

To: All Deans / Principals / Directors / Unit Heads

Copy to:

The Hon'ble Vice Chancellor

The Chief Executive Officer

The Executive Officer

All Registrars / Additional Registrars/Dy. Registrars/Assistant Registrars

P.S. to the Hon'ble Vice Chancellor

Registrar (O&O)