INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

<u>Administrative Circular No. 212 Dated 14th May, 2018</u>

Sub :   **Unauthorized gathering / meetings at IIT Kharagpur Campus**

It has been observed in the recent past that the gathering / meetings are being organized by many known / unknown organisers without a prior permission of Competent Authority. The matter has been taken very seriously by the Competent Authority.

In view of the above, all concerned are requested not to organize / convene any such political / apolitical gathering / meetings without a prior permission of the Competent Authority. Any violation of the above will be viewed seriously and appropriate action may be initiated as per Rules of the Institute.

Registrar

Copy to :
1. All Deans
2. All Head of the Departments/ Centres / Schools / Sections / Units
3. All Chairmen/ Chairpersons / Professors-in-Charge
4. Chairman, Hall Management Centre
5. Head, Administrative Computer Service Support Centre
6. Head, Institute Information Cell
   - *with a request to incorporate/effect the above on the Institute website*
7. Chairman, ERP Cell
8. Head, Computer & Informatics Centre – *with a request for g-mail circulation*
9. Librarian, Central Library
10. Head, B.C. Roy Technology Hospital
11. President/Vice-President, Technology Students' Gymkhana
12. All Wardens / Assistant Wardens, Halls of Residence
13. All Senior Executive Engineer / Executive Engineers / Engineers
14. Deputy Registrar, Estate Office
15. All Deputy Registrars /
16. Assistant Registrars / Executive Officers
17. Security Officer
18. Secretary to Director
19. Secretary, Deputy Director's Office
20. Secretary, Registrar's Office
21. Office Order File / Administrative Circular File