

CIRCULAR

Sub: Enrolment of Students as voters – reg.

The Chairman / Co-ordinators of the departments are required to enroll all the students as voters if they have not yet registered or enrolled. Please now send the list of students enrolled in your department. To enable you to register for enrolment please distribute Form No.6 and after filling it the forms and list shall be sent to the Administrative officer Karnataka State Higher Education Council (KSHEC) with a copy to the undersigned, and also with a copy to the Additional Chief Secretary, Higher Education Department.

Further the Chairman / Co-ordinators must ensure the security while arranging seminars, conferences etc and the delegates names must be submitted to the nearest police station.

CCTV to be fixed in the departments. The Chairman must will see the security arrangements and the security must be trained to deal with terrorist attack.

The Chairman / Co-ordinators shall monitor the movement of temporary staff / construction workers etc.

All Sensitive areas will be covered with security as the Higher Education Institutions are target for terrorist attacks.

The Chairman / Co-ordinators must note that the website and computer network shall not be accessed by unauthorized persons.

The Chairman / Co-ordinators shall dispose reply to the complaints / letters received from the students/staff within seven days. Every month a review will be made and see that no letters / complaints are pending.

If any letters submitted in Janatha Darshan are received it shall be attended on priority basis and the reply is given.

Submission of Annual report is compulsory.


21/3/19

REGISTRAR*i/c*

To,

1. The Chairman / Co-ordinators of BCU.
2. Office Copy / Guard file / Website.