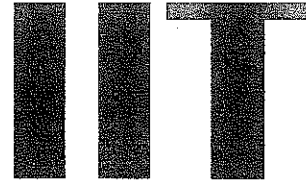


भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय  
(सामान्य प्रशासन)

Office of the Registrar  
(General Administration)

Ref. No. IIT(BHU)/GAD/3(74)/Class Suspension/Gen/ 8987

Date: 10.10.2018

### NOTICE

It has come to notice that many co-curricular/extra-curricular activities are being organized by groups of students and students' bodies of the Institute without approval of the Competent Authority of the Institute. On many such occasions, classes are suspended and teaching is affected. As a matter of policy, the Institute promotes co-curricular and extra-curricular activities amongst students but there is also a need to ensure that academic and administrative activities remain unhindered during such events.

Therefore, a prior approval of the Dean of Students Affairs be obtained for organising such activities. Proposals giving objectives, outcome, utilization of institute resources, and budget including anticipated income & expenditure, etc. must be submitted in the Office of the Dean of Students Affairs at least one month in advance from the proposed date(s) of activity. Also, the Academic Calendar of the Institute specifies the number of teaching days and only under emergent conditions, classes can be suspended by the Dean (Academic Affairs)/ Registrar, with prior approval of the Director. As such, all the Heads of the Departments/ Coordinators of Schools, etc. must ensure that if any such function is organised, no class is suspended at their level and teaching is not affected.

This issues with the approval of the Competent Authority.

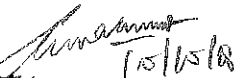
  
Registrar

Ref. No. IIT(BHU)/GAD/3(74)/Class Suspension/Gen/ 8987  
Copy forwarded to the following for information and necessary action:

Date: 10.10.2018

1. All the Deans
2. All the Heads of Departments/Coordinator of Schools
3. The Coordinators/Incharge of Units/Centers/Offices
4. All the Professor In-charges
5. Prof. Incharge, Main Library
6. The Chief Councillor, Gymkhana
7. The Chairman, Institute Works Committee
8. The Chairman, IIT (BHU)-Cafeteria Committee
9. The Chairman, Council of Wardens
- ✓ 10. The Chairman, Web Management & E-mail Services Committee
11. The Coordinator, GTAC
12. The Joint Chief Proctor
13. All Admin. Wardens/Wardens, IIT(BHU)-Hostels
14. All Faculty by e-mail
15. The Joint Registrar (Admin.)
16. The Deputy Registrar (Accounts)
17. All the Assistant Registrars
18. P.S. to the Director
19. P.A. to the Registrar
20. All Students by e-mail

Indian Institute of Technology(BHU)

  
Registrar