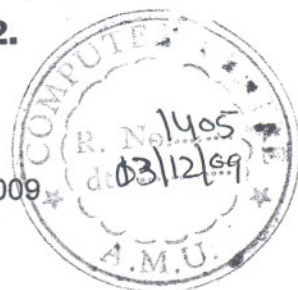


OFFICER ON SPECIAL DUTY
Vice-Chancellor's Secretariat



ALIGARH MUSLIM UNIVERSITY
ALIGARH- 202 002.



D.No. 414 NCO

01 December, 2009

NOTICE

Staff and students, desirous of meeting the respected Vice-Chancellor, are welcome at the following timings until further orders.

- (i) Teachers & Other Staff : On all Tuesdays and Wednesdays between 12.00 noon to 1.30 p.m.
- (ii) Students : On all Mondays and Thursdays between 12.00 noon to 1.30 p.m.

Those desirous of meeting the Vice-Chancellor may submit a request by e-mail to the Vice-Chancellor's Office at vc.appointments@amu.ac.in indicating therein the purpose of meeting and the contact phone number so that appointment could be given as early as possible.

Walk in appointments will be given on Saturdays between 12.00 noon and 1.30 p.m. strictly on first come first serve basis. A maximum of 20 visitors will be accommodated.

Please note that all appointments will normally be only for 5 minutes.

(ABDUL MAJID KHAN)

DISTRIBUTION:

1. Registrar, AMU
2. Controller of Examinations & Admissions, AMU
3. Finance Officer, AMU
4. Dean Students' Welfare
5. Proctor, AMU
6. Deans of the Faculties
7. Chairmen, Department of Studies/Head of the Offices
8. Principals of Colleges/Polytechnics
9. Directors/Coordinators of Centers/Institutes/Unit/Academic Staff College/ All Provosts of Hall of Residence/NRSC
10. University Engineer, Building Department
11. Librarian, M.A. Library/O.S.D. (Development)/(Admin -T)/MIC (Public Relations Organization)
12. Hony. Secretary, AMU Teaching Staff Association
13. Deputy Registrars/Deputy Finance Officers/Deputy Controllers/IAO
14. Asstt. Registrars/Asstt. Finance Officers/Asstt. Controllers
15. Sr. P.A. to Registrar/Finance Officer/Controller of Examinations
16. Web Master
17. P.R.O.
18. Guard file.

Phones: (Off.) 0571-2701727, 2700994 & 2703078 Fax: 0571-2702607
(Res.) 0571-3295513