

MBU/ REG/CIR/34/2024-25/38

10-01-2025

CIRCULAR

All the Students, Faculty and Staff of MBU & SVEI's are hereby informed that the University will remain closed from 13.01.2025 to 15.01.2025 on account of **Makar Sankranti Festival** subject to arrangements being made for attending to urgent duties, if any.

Wishing you all a "Very Happy Makar Sankranti" on behalf of MBU & SVEI's.



REGISTRAR

Copy To :

EA to Chairman, SVET & Chancellor, MBU
EA to CEO, SVET & Pro Chancellor, MBU
Chief Growth and Strategy Officer, MBU
EA to Provost, MBU; Assistant Director, VC's Office
Registrar, MBU; Deputy Registrars: Student Records, Regulatory Affairs, MBU.
Vice Presidents: CDC, Administration, HR
AVPs: Admissions, Industry & International Relations, Administration
Deans: SOC & SOE, SCM, SOA, SLA, SOPS, SPL&HCS: **with a request to circulate among the Students and Staff of respective Schools/Departments.**
Deans: P&M, Academic Affairs, Accreditations, Student Affairs, RI, R&D
Controller of Examinations, MBU; Director (F&A), SVET.
Principals: SVEC, SVCN, SVDC, SVCP, SVIM; Vice Principal: Polytechnic, SVEC: **with a request to circulate among the Students and Staff of respective institutions.**
HODs: CSE, CSSE, IT, ECE, EEE, EIE, Civil, Mechanical, BS&H, MCA
Librarian, Chief Engineer, Valmar Office, Network Manager, Reception.

ENDORSEMENT

All the HODs are requested to circulate this information among the **members of the Students, Faculty & Staff.**
Wishing you all a "Very Happy Makar Sankranti" Greeting to all the Students, Faculty and Staff.



PRINCIPAL

Copy to:

- 1) EA to Chancellor & Chairman
- 2) EA to Pro Chancellor
- 3) PA to Vice Chancellor
- 4) Registrar
- 5) Vice-Principal, SVEC.
- 6) **Deans:** Academics, Examinations, Training & Placements, IIIC.
- 7) **HODs:** EEE, ECE, EIE, CSE, CSSE, IT, CE, ME, BS&H, MCA & Vice-Principal, Polytechnic for information and necessary action.
- 8) **HOIs:** SVEC, SVDC, SVCP, SVCN, SVIM - with a request to circulate among their Faculty, Staff and Students
- 9) Librarian; NIVA Coordinator; Valmar Office; Network Manager; Transport Manager; Reception; AVP (Admissions MBU).
- 10) MBU Website Coordinator, Manager (HR), SAO, CAO, SWO.
- 11) Director (A&R), Director (F&A), SVET. Asset Management Executive, SVEC;
- 12) All notice boards.