

DEANS OFFICE
INDIAN INSTITUTE OF SCIENCE

R/Deans/2016-1

March 2, 2017

CIRCULAR

It has come to the notice of the Deans' that, most of the letters/ communications related to academic matters are addressed to the Deans and sent to the Deans' office for further necessary action. It is not a good practice and it is causing unnecessary delay in the processing of such requests. Hence all communications / letters related to academic matters from all departments/units/centres have to be addressed to the Assistant Registrar, Academic and sent to the Academic Section for further necessary action. *and sent*

All the requests / communications/ letters will be duly scrutinized by Academic Section and necessary approvals will be sought from the Deans of faculties and the same will be intimated back to the Departments/units/centres by the Academic section.

This may please be noted and implemented immediately.

M. K. [Signature]
Dean, Engineering Faculty *3/3/17*

[Signature]
Dean, Science Faculty

To

Chairs of departments/centres/units.
Asst. Registrar, Academic – for compliance.

[Signature]
Chairman
Dept. of Electrical Engineering
Indian Institute of Science
Bangalore - 560 012, India