



Ref. No: VGI//D-(TE)/ION/2019/006

Date: 06.9.2019

INTER OFFICE NOTE

From : Director – Technical Education	To: All Students (2 nd year onwards) - VGI
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This is to inform all students (2nd year onwards) of VGI that due to security reason All students should carry identity card around neck while entering in campus and display their identity card at all times while in the VGI premises. There will be regular check from next working day onwards.

Prof. Pratap Singh
(Director – Technical Education)

Copy to –

1. Management – for kind information pl.
2. Director – Academics
3. Director – B.Ed & Head - Legal
4. All Principal (Pharmacy / PGDC / PMKVY) – through portal
5. All Deans – through portal
6. All HODs – through portal
7. HR – through portal
8. Registrar – through portal
9. Accounts – through portal
10. Library – through portal
11. Server room – through portal
12. Transport Incharge – through portal



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Ref. No: VGI/D-(TE)/ION/2019/005

Date: 06.9.2019

INTER OFFICE NOTE

From : Director – Technical Education	To: All Faculty & Staff members - VGI
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This is to inform all faculty and staff members of VGI that you all must wear formals and put your ID card around neck on every working day in the Institution. This is implemented for safety and security reason of institute as well as better institution image. This notice will be effect from Wednesday (11.9.2019) onwards.

In case any person do not have the ID card, He/She is requested to approach library immediately and fill the form for new ID card.

Prof. Pratap Singh
(Director – Technical Education)

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