



PONDICHERRY UNIVERSITY
PUBLIC RELATIONS OFFICE

Dr.M. Vallathan, Ph.D.,
Assistant Registrar (Public Relations)
Pondicherry University
Office No: 0413 - 2654236

Administrative Block
R.V.Nagar, Kalapet
Puducherry-14
E-mail:pro_pcu@yahoo.co.in
pro@pondiuni.edu.in

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CIRCULAR

The Academic Planner for the year 2016-17 is under preparation. All Faculty members and Officers are hereby requested to kindly forward the information sought in the proforma in respect of the designation, phone numbers, inter-com numbers, e-mail id etc. Both the **Hard Copy and Soft Copy** are to be forwarded to this office on or before 30.04.2016 so as to enable this wing to prepare the Academic Planner on time. Meticulous care may please be taken, while filling the enclosed format legibly so as to avoid any minute mistake. Soliciting your cooperation in this regard.

Thanking you,

Yours Sincerely,

M. Vallathan
(Dr.M. Vallathan)
30/3/16

To

All Deans/HODs/Centre Heads/Hostel Wardens Pondicherry University
All Officers, Section Heads Pondicherry University

Copy to:

- (1) Asst., Registrar, VC's Secretariat for kind information to the Vice-Chancellor)
- (2) Asst., Registrar, Registrar's Secretariat for kind information to the Registrar
- ✓ (3) Systems Manager, Computer Centre with a request to host the Circular and the format in the -
Pondicherry University official website.
- (4) Notice Board.

Academic Planner 2016-17

Name of the Department/Centre/Section:

Sl.No	Name & Designation Seniority Wise & E-Mail ID	Intercom No	Telephone Office No	Telephone(Resi) & Mobile No	Signature
	Department /Centre/Section Intercom/Phone No:				
	Department /Centre/Section Fax No:				

Note:

- **Kindly mention two E-mail ids only.**
- **Kindly mention your details as per seniority.**
- **Neatly typed proforma both hard and soft copy should be sent to PR Wing The soft copy may be sent through PRO email id : pro_pcu@yahoo.co.in**

**Signature of the HOD
with office seal**