



# Dr. Babasaheb Ambedkar Technological University

(Established by Government of Maharashtra and Governed by Dr. Babasaheb Ambedkar Technological University Act No. XXIX of 2014)

Vidyavihar, Lonere – Raigad 402 103 (Maharashtra)

www.dbatu.ac.in

registrar@dbatu.ac.in

02140-275142

## REGISTRAR OFFICE

DBATU/REG/2022/15  
29<sup>th</sup> January, 2022

### Office Order:

### **Sub: Protocol for Correspondence: Letters from Departments, Sections and Individuals with effect from 29<sup>th</sup> January, 2022**

**All Teaching and Non-Teaching Staff of University Departments, Lonere, are hereby informed to follow the following protocol for correspondence.**

#### The Protocol for correspondence:

1. All letters / correspondence shall be addressed by Designation only to HoDs, Deans, Registrar or the Vice-Chancellor, and NOT BY NAME.
2. Any letter from Individual Teaching / Non-Teaching Staff related to any subject must be routed through proper channel only and sent to the Registrar Office.
3. No individual shall send any letter directly to either the Dean(s), Registrar or the Vice-Chancellor, without following proper channel. Such letters will not be taken into consideration for processing.
4. Any subject matter, even if addressed to the Vice-Chancellor **must be sent to the Registrar only** through the HoD / Head of the Section. No letter of any nature by any Individual / HOD shall be given directly to the Vice-Chancellor's office, either by hard copy or by E-mail. The VC Office will not accept any such letters directly. Even if by force if any letter is given or sent by Post or email, it will be summarily rejected and will not be considered for any further processing.
5. Leave letters by the Faculty and Non-Teaching Staff of University Departments shall be submitted to the Registrar Office only, through concerned Head of the Department / Section only. No leave application shall be sent to Registrar or Vice-Chancellor directly through emails or otherwise by any individual. Such leave letter will not be taken into consideration in case it is sent.
6. All the matters related to Academics must be addressed to Dean – Faculty of Engineering & Technology, and sent through HoD to the Dean only.
7. Any letter / request for Administrative / Financial approval for purchase of any Item / Equipment / Software shall be sent in Proper Format through concerned

HoD to the Registrar for further processing. Purchase request form (Administrative & Financial Approval) for any Equipment / Software MUST HAVE SPECIFICATIONS DULY SIGNED BY THE DEPARTMENTAL PURCHASE COMMITTEE.

8. All equipment / software purchases shall be processed only after getting Administrative & Financial approvals, and such proposals shall be sent through concerned HoD to the Registrar.
9. Requests for purchase of items / equipment / software from any Sanctioned Projects / Programs, shall be sent by the Coordinator / Convener, through HoD to the Registrar for further processing, in proper format. No proposals shall be sent directly by the Coordinators.
10. Any request related to games and sports shall be sent to the Registrar through Dean-Students' Welfare only.
11. All Students activities SHALL be routed through Dean – Students' Welfare.

This Office Order has clearance from the competent authority.



(Dr. B. F. Jogi)

Registrar  
REGISTRAR

Dr. Babasaheb Ambedkar Technological University  
LONERE 402 103,  
Tal. Mangaon, Dist. Raigad, (Maharashtra)

Copy submitted for Information:

Hon. Vice-Chancellor, DBATU, Lonere

Copy for circulation and necessary action to All Deans, Heads of Departments / Sections, IoPE:

1. All Deans
2. Head of Departments  
(Mech/Elect/EXTC/Comp/IT/Chem/Perto/Chemistry/Physics/English)
3. Finance Section
4. Examination Section
5. Academic Section
6. Affiliation Section
7. Establishment Section
8. Store Section
9. Estate Section
10. Sports Section
11. Cultural Activity Section
12. NCC
13. NSS
14. Principal, IoPE
15. All Faculty through bulk email.