

**THE GANDHIGRAM RURAL INSTITUTE**  
**(Deemed to be University)**  
**GANDHIGRAM-624302, DINDIGUL DISTRICT, TAMIL NADU**  
**(Ministry of Human Resource Development, Govt. of India)**  
**Accredited by NAAC with 'A' Grade (3<sup>rd</sup> Cycle)**

All communications should be addressed to the Registrar by designation and not by name



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**Prof.V.P.R.SIVAKUMAR**  
**REGISTRAR**

Ref: GRI/REG/2017-2018/

Date: 17.11.2017

**CIRCULAR**

It is to inform that the staff, students and visitors are requested to adhere to the following directions which come into immediate effect.

1. Approaching the Vice-Chancellor directly to discuss official/administrative matters is strictly prohibited. All the requests should be sent through proper channel.
2. Grievances of the staff, if any, should be represented to the Grievance Redressal Mechanism through the proper channel.
3. The students are advised to represent their grievances to the Dean, Students' Welfare through proper channel.
4. The staff member may approach the Vice-Chancellor to appraise his/her personal issues at the allotted time. The staff members are advised to get prior appointment by contacting Vice-Chancellor office.

*V. P. Sivakumar*  
REGISTRAR 17/11/17

To

All the Deans/ Directors/ Heads of Departments/ Co-ordinators/ Controller of Examinations/ Special Officer (Finance)/ Deputy Registrar/ Dy. Director of Physical Education/ Deputy Librarian/ Assistant Registrars/ Estate Officer/ Section Heads/ All Wardens/ Notice Board.

- With a request to circulate this among the staff members/ Students.

CC: The Office of the Vice-Chancellor.

Copy communicated to the Director i/c, Computer Centre – with a request to send the circular through Intranet.