

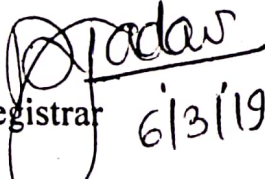
MEDI-CAPS UNIVERSITY, INDORE

March 06, 2019

OFFICE ORDER

In view of the MOONSTONE celebrations on March 07-08, 2019, following measures are taken for the security of our laboratories and library.

1. Library will remain closed on March 07-08, 2019 and fine shall not be charged for the delay in depositing the books due to this closure.
2. All HODs should take care of their laboratories and will not keep them opened at any cost.
3. Shri Arun Sharma & Mr. Sunil Narvariya, the Store Keeper will make himself available to issue the GATE PASSES for the material which will be taken out by the contractors for light, sound, tent and others. After the celebrations, Shri Sunil Narvariya should see that each and everything comes to store in a working and good condition.
4. The guards of the main gate will ensure that nothing goes out from the University Campus without gate passes, even if the material belongs to the contractors.
5. Shri B.K. Saxena is required to take full care while giving the entry to the visitors.
6. Any untoward incident in the campus should be brought in the notice of the undersigned immediately on Mobile # 9630451584 / 9303088439.


Registrar 6/3/19

Copy to the following for information, please:

- (i) The Hon'ble Chancellor / the Pro-Chancellor / the Vice-Chancellor
- (ii) All Deans / HODs
- (iii) The Librarian
- (iv) Shri Arun Sharma, Store In charge / Shri B.K. Saxena, Security In charge

MEDI-CAPS UNIVERSITY, INDORE

March 06, 2019

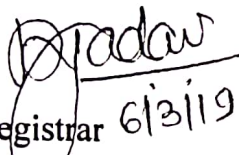
IMPORTANT OFFICE ORDER

Medi-Caps University is celebrating Moonstone 2K19 on March 07-08, 2019. During this period, all faculty / staff members have to present in the campus and it will not be holiday for them. All classes will be remained suspended during this period.

As per previous orders, some of the staffs have been assigned with duties and the rest are on emergency DUTY. Such staffs are required to be in the University to perform any duty assigned by Deans / HODs as and when required. Further, these persons should make themselves available in all the evening programs such as **MELANGE AND ACCORD** to maintain the discipline in the campus in co-ordination with Discipline In charge Dr. Rajeev Kumar (9926949434).

The buses will ply according to the following schedule:

Date	Arrival to campus	Departure from campus
March 07, 2019	8.30 a.m.	3.00 p.m.
	10.30 a.m.	10.00 p.m.
March 08, 2019	10.30 a.m.	3.00 p.m.
		10.00 p.m.


Registrar 6/3/19

Copy to the following for information please:

- (i) The Hon'ble Chancellor / the Pro-Chancellor / the Vice-Chancellor
- (ii) All Deans / HODs - with a request to pass the above information amongst the students / faculty / staff members.
- (iii) Transport I/c (Shri Narendra Nayak) to make all the necessary arrangements.