

September 15, 2020

**Urgent notice for academics and students related affairs and  
Channels for communication**

Following instructions are issued to address all academics and students related affairs at NIPER, SAS Nagar:

1. No personal, individual email/communication should be addressed directly to higher authorities (Director/Dean/Registrar). No such communications from any student shall be entertained/ replied. Only CSR is authorized to communicate through proper channel, as outlined below.
2. All academics related issues including holding webinars, online engagements, keeping track of student classes, their attendance, etc. shall be handled by Associate Dean (Academics) ([sssharma@niper.ac.in](mailto:sssharma@niper.ac.in)). For this, Associate Dean (Academics) will be provided a monthly schedule by each department. Associate Dean (Academics) shall provide all such schedules to Dean office and Examination Section for record.
3. All students related issues including their coming to campus and related mails should be directly handled/replied by Associate Dean (Students) ([sanyogjain@niper.ac.in](mailto:sanyogjain@niper.ac.in)) with a copy to Dean office and Chief Warden office ([chiefwarden@niper.ac.in](mailto:chiefwarden@niper.ac.in)), as appropriate.
4. CSR shall communicate all academic related communications to Associate Dean (Academics).
5. CSR shall communicate all student affairs related communications to Associate Dean (Students).
6. CSR shall communicate all hostels related communications to Chief Warden.
7. CSR shall copy all such communications to SO exam.
8. Associate Deans and Chief Warden shall reply directly to CSR on any such queries with a copy to Dean office and Warden office, as appropriate.

9. Associate Deans shall take research advisors of students and HoDs in loop for student related matter.
10. For queries, Associate Deans would put request, whenever necessary to Dean office, which shall involve SO (Examination and its office), as appropriate.
11. All individual queries/communications, etc. of students should be addressed to research advisors only. The research advisors will forward such mails, if necessary to appropriate authorities with their clear opinion and recommendation after taking the forwarding consent of the HODs.
12. No violations of these instructions are permitted. Any such violations of the instructions by students shall be viewed very seriously and would initiate remedial action as deemed appropriate.

These instructions are issued with the approval of the competent authority and are effective immediately.

*Rahul Jain*

Dean, NIPER-SAS Nagar