



ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

University of Mysore

(Re-accredited by NAAC at 'A' Grade with a CGPA of 3.47)

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INTERNAL QUALITY ASSURANCE CELL

NCHS Building, Manasagangothri, Mysuru-570 006, Karnataka

Prof. N.S. Harinarayana

Director

Director: (0821) 2419 744

Office: (0821) 2419 414

E-mail: iqac@uni-mysore.ac.in

ಸಂಖ್ಯೆ: ಐಕ್ಯವಿಸಿ/ /2020-21

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To
The Registrar
University of Mysore
Mysuru - 570005

Sir,

Sub: Suggestion to use only the official email ids by the chairpersons/directors

I would like to bring to your kind notice the following in the backdrop of NAAC work at IQAC:

- Globally, email communication is considered authentic and official. The University administration increasingly sends the notifications/circulars to email ids of the chairpersons/directors in the interest of promoting e-culture and minimising the use of papers.
- It is noticed that in most of the cases, the chairpersons/directors have given their personal email ids for official communications instead of department email ids.
- This has created a problem when the chairpersons/directors superannuate or change after their tenure completion. It is found that in some cases, the new chairpersons/directors will not have access to earlier mails.

Given the above mentioned situation, the following is suggested:

- Each chairperson/director needs to be given an official email id, and it has to be the primary email id for all official communications. The responsibility of creating official email ids and communicating the same to the concerned persons shall be assigned to ICD.
- The chairpersons/directors shall handover the password to the new chairpersons/directors while handing over the charge without fail in the event of superannuation or tenure completion or other circumstances.

The following standard format is suggested for the email ids:

- chairperson@physics.uni-mysore.ac.in (for Department of Studies in Physics)
- director@ch-pg-centre-uni-mysore.ac.in (for Chamarajanagar PG Centre)
- director@kiks-uni-mysore.ac.in (for Kuvempu Institute of Kannada Studies)

I hope the above arrangements would solve the problem mentioned above and will improve the quality of communication with the chairpersons/directors.

With regards

Yours sincerely

N.S. Harinarayana
(N.S. Harinarayana)

DIRECTOR

Internal Quality Assurance Cell
NCHS Building, Manasagangothri
University of Mysore
Mysore 570006