



F/SQP 02/01/00

Internal Memo

URGENT INFO ONLY
 IMMEDIATE ROUTINE

To:	All Chairpersons / HoDs	From:	Registrar
Subject	Updation of Employee Profiles	Ref:	DR(E)/(409)/4842
		Date:	18-05-2023

In continuation of this office IM No. DR(E)/(409)/10438 dated 31-10-2022, all Chairpersons / Head of Departments are once again requested to kindly ensure that their Faculty / Officers / Staff / Research Associates / Research Assistants / etc. working on regular / adhoc and contract must update their profile information available on the University portal under the Registrar Office link in case of any change. After necessary change in the profile on portal, its hard copy along with the necessary documentary proof must be forwarded to the Registrar Office.

It is also noted that Profile Pictures of some employees are either not available or the very old photos are uploaded. Photo for profile picture must be taken against a plain white / blue background and must be professionally taken preferably passport size and upload on the Registrar Office link www.pl in the University portal.

It is requested to kindly ensure the above within a one week please.

REGISTRAR

Copy for Information to:

1. PS to Vice Chancellor
2. PA to Pro Vice Chancellor