



**REGISTRAR**

# UNIVERSITY OF KASHMIR

NAAC Accredited Grade - 'A+'  
**Hazratbal, Srinagar – 06**

Tel: +91 194 227 2005

E-Mail: registrar@kashmiruniversity.ac.in

Fax: +91 194 227 2006

## CIRCULAR

Heads/Directors/Coordinators/Officers/Incharges of all the Departments/Centers/ Satellite Campuses/Units/Sections etc of the University are hereby informed to issue a combined Certificate for the months of April & May, 2021 as per the enclosed formats in favour of:

- 01.** All the Teaching Staff (Permanent/Casual/Contractual) who have conducted/delivered classes using different online platforms.
- 02.** All Non-Teaching Staff (Permanent/Casual/Contractual/Hire & Fire etc) who have attended their duties.

Till further orders in the matter, similar certificates should be forwarded to the Office of Chief Accounts Officer, University of Kashmir by 25<sup>th</sup> of every month.

  
**Dr. Nisar A Mir**  
**( REGISTRAR )**

**No. C(Attendance-Certificate)/REG/KU/21**

**Dated: 08.05.2021**

**Copy to:**

- *Dean Academic Affairs/Dean research/Dean College Development Council;*
- *Deans of All Schools;*
- *Dean Students Welfare;*
- *Heads of all Teaching/Research Departments;*
- *Controller of Examinations;*
- *Directors/Coordinators/In charges of various Research Centers/Units/Institutes/Satellite Campuses/Conv. Complex;*
- *Provost Boys/Girls;*
- *Librarian Allama Iqbal Library;*
- *Chief Proctor;*
- *SS to HVC for kind information of HVC;*
- *President KUTA/KUOA/KUMSA;*
- *All Officers of the Registry/Examination Wing;*
- *Private Secretary to Secretary Higher Education, Government of J&K;*
- *Public Relations Officer;*
- *In charge University Website for necessary upload on Website;*
- *All Concerned;*
- *File.*



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### FORMAT I: TEACHING STAFF(PERMANENT/CASUAL/CONTRACTUAL ETC)

This is to certify that that following faculty members have conducted/delivered classes using various online platforms during the month of.....

S No	Name of the faculty member	Designation	Employee Code	Nature of Appointment (Permanent/Casual/ Contractual etc)

### FORMAT II: NON-TEACHING STAFF (PERMANENT/CASUAL/CONTRACTUAL/HIRE & FIRE ETC)

This is to certify that that following Non-Teaching Staff members have attended their duties during the month of.....

S No	Name of the Staff	Designation	Employee Code	Nature of Appointment (Permanent/Casual/ Contractual/ Hire & Fire etc)

Seal & Signature  
Head/Director/Coordinator/Officer/Incharge

.....