

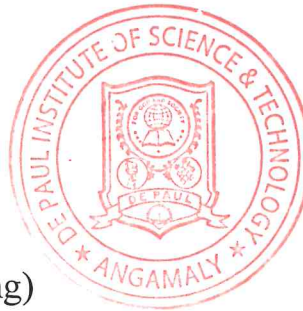
Circular No: DiST/CIR/35/24

Date: 24/09/2024

**Sub: Quarterly Verification of Registers of Statutory Bodies**

This is to inform you that as per the policy of the college, it is hereby decided to verify the uploaded documents of all statutory bodies from the 1<sup>st</sup> of October onwards. All the secretaries and in-charges are hereby requested to ensure that all the related documents of your statutory bodies (Clubs, Associations, Committees, Cells and Departments) are uploaded in dicumen with proper seals and signatures. For the digital signature of the Principal, you can place your scanned documents with all the signatures of the in charges and college seals on Gold/General/Fr.Mathew Maliackal. Documents which are uploaded after the 1<sup>st</sup> of October shall be not be verified or considered for the final cumulative report of activities.

Fr. (Dr.) Johny Chacko Mangalath  
Principal



Mr. Anish PS  
Joint Registrar

Cc

- : Office of the Registrar(filling)
- : Office of the Principal
- : Hod's of all the UG & PG Departments