

KERALA AGRICULTURAL UNIVERSITY

No. GA/G-1/ 1689/2020

Main Campus, Vellanikkara
Dated: - 20 .02.2020

From
The Registrar & Returning Officer

To
All Deans & Associate Deans of the Colleges
under Kerala Agricultural University/ Special Officer, ACCER
All Heads of Institutions/ Offices/Schemes/ Projects/Research Stations
under Kerala Agricultural University/announce@kau.in

Sir,
Sub: - KAU - Reconstitution of General Council - Publication of Electoral Roll - Details called for - Reg.
Ref: - University Notification of even no. dated: **20.02.2020**

As a part of reconstitution of the General Council of the University, the electoral roll of electors under Section- 10(ii) Elected Members (3) to (6) of KAU Act will have to be published on **25.03.2020** vide notification cited above. Therefore it is requested that separate list of the following categories under your control, **who are in regular service/ on the electoral body as on 20.02.2020**, may be forwarded to this office so as to reach on or before **10.03.2020**.

1. Teachers of the University
2. Students of the University (Graduate, PG, Research, Diploma & Certificate course of the University)
3. Non-Teaching Staff of the University
4. Permanent Labourers of the University

The name of persons who joined **Kerala Agricultural University service after 20.02.2020** shall not be included in the list. The list of students should be prepared as in the registers of the respective Colleges or Institutions with the details of Admission Number, Class, Course, Department concerned etc. The list of Permanent Labourers should be prepared in Malayalam.

The list should be prepared in the following manner in Computer using "**EXCEL Worksheet**" or "**Microsoft Word**" and should be sent by e- mail to gcec@kau.in. A Computer printout may also be forwarded by post within the time limit.

Do not email the document using PDF Reader.

Sl. No.	Name	Designation /Admission Number, Class, Course, Department (in the case of students)

Receipt of this letter may be acknowledged by return. The time limit prescribed should be followed strictly.

Yours faithfully,



REGISTRAR (i/c) & RETURNING OFFICER

Copy to: P.S to VC/PA to VC/PA to Registrar & Comptroller/Deputy Registrar (Admn-I)/Joint Registrar (Admn-II)/Assistant Registrar (GC&EC,Legal & RTI,)/Asst. Registrar (Admn- I & II)/ Recruitment Officer/ Labour Officer/Dy. Comptrollers/Asst. Comptrollers/Public Relations Officer/Administrative Officer (DoR)/Steno to DR, Director of Extension, Director of Students Welfare, Director (Education), DPP,Section Officer (DoP)/ All Section Officers in KAU Headquarters /Director (CITI)/KAU Webmail/SF/Spare.