

## University of Kashmir Department of Biotechnology

(NAAC Accredited Grade-A\*) Hazratbal, Srinagar, Kashmir- 190006

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## Order

All the research scholars are hereby directed to avoid unnecessary visits to the main office to access their personal files. No document shall be provided to the scholars from their personal files available in the office. However, in case of extreme exigency, if a scholar needs any document from his/her personal file, he/she shall seek prior permission from the Head of Department in writing.

By and large, the research scholars shall have no easy and unnecessary access to their personal files with immediate effect.

Head of Department Biotechnology

## Copy to the:

- 1. Faculty members for information;
- 2. Scholars;
- 3. Notice board;
- 4. File.