



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

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Phone No.: 0591-2476813

Ref. : TMU/R.O./2024-25/Adm/099

Date: 26.04.2025

Circular

Subject: Approval Procedure for Travel Arrangements and Guest House Booking for Invited Resource Persons Participating in Guest Lecture, Seminar, Workshop, FDP, Conference, Technical Session, Examination, and Meeting (AC/EC/BoS/CRAC), (Except Medical).

This is to inform all concerned that any Cell, Department, or College of Teerthanker Mahaveer University planning to organize a Guest Lecture, Seminar, Workshop, FDP, Conference, Technical Session, Examination, or Meeting (AC/EC/BoS/CRAC) must obtain prior approval from the Hon'ble Vice Chancellor through the proper channel.

All concerned are requested to follow the procedure outlined below for obtaining necessary approvals related to travel (Taxi/Bus/Air/Train) and stay (University Guest House/Hotel) for invited Resource Persons:

1. The Event Coordinator must first seek initial approval by sending an email to the concerned Principal/Dean detailing the proposed mode of travel, booking, and stay arrangements at the University Guest House/Hotel.
2. Upon recommendation by the concerned Principal/Dean, the proposal shall be forwarded to the Hon'ble Vice Chancellor for final approval, with copies marked to:
 - o Mr. Pawan Gupta, TMU Hospitality (Email: hospitality@tmu.ac.in)
 - o Hon'ble Executive Director (Email: akshat.jain@tmu.ac.in)
 - o Hon'ble Group Vice Chairman (Email: university@tmu.ac.in)
3. Once approval is granted by the Hon'ble Vice Chancellor, Mr. Pawan Gupta (Hospitality In-charge) will initiate the necessary actions as per the requirement.

This is issued with the approval of Hon'ble Vice Chancellor.

Dr. Vaibhav Rastogi
Joint Registrar
Teerthanker Mahaveer University
Moradabad

(Dr. Vaibhav Rastogi)
Joint Registrar

Copy to:-

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1. P.S. to Hon'ble Chancellor for info. Please
2. P.S. to Hon'ble Group Vice Chairman for info. Please
3. Hon'ble Executive Director
4. Registrar
5. Director (Administration)
6. Director (Hospital Administration)
7. Director- Governance (Dental & Allied Health Sciences)
8. Director HR
9. Director (Accounts)
10. Director (IQAC)
11. Director (Admissions)
12. Chief Warden
13. Chief Proctor
14. Finance Officer
15. Jt. Registrar (Alumni Relations)
16. Jt. Registrar (gen. Administration)
17. Jt. Director (Security, Students Welfare & Admin.)
18. Jt. Director (TMU Entrance Test)
19. Deputy Registrar (Registration & Migration)
20. Dy. Chief Warden
21. Head (Social Media, Media & Digital Marketing, ERP)
22. Head (IT)
23. Manager (Media)
24. Manager (Payroll)
25. Manager (Transport)
26. Electrical Engineer
27. Engineer(s) (Civil, Electrical, Maintenance, Fire, Emergency, other essential staff)
28. Sr. Executive (Constructions, Engg. & Maintenance)
29. Executive (Purchase & Stores)
30. Hostel Warden(s)
31. Audio- Visual Section
32. Guard File

II

1. Hon'ble Vice Chancellor
2. Dean (Academics)
3. Controller of Examinations
4. Deans/ Principals/ HoDs
5. Dean Students' Welfare
6. Director (CTLD, CDOE)
7. Associate Dean (R&D)
8. Associate Dean (Academics)
9. Associate Dean (Ph.D. Cell)
10. University Librarian
11. Joint Director (CRC)