



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(03)/3005/2025/4148

Dated February 03, 2025



**World
Cancer Day**

NOTICE : Guest Lecture on World Cancer Day

It is to inform all the faculty & staff members and the students of the university that World Renowned Ayurveda Cancer Specialist **Vaidya Subhash Nayak Ji**, is delivering a lecture in **Vardhman Auditorium** tomorrow i.e. **Tuesday, February 04, 2025** from **11:00 AM** onwards on **World Cancer Day**. This lecture is being organized in collaboration with **COER University, Roorkee**.

It is **MANDATORY** for all the students, faculty & staff members to attend the lecture. All the students and employees of the university are hereby instructed to occupy their respective seats 05 minutes prior to the schedule time.

Dr. Anurita Gupta Malhotra will be the **SPOC** for the lecture.

Registrar

CC to:

- | | |
|----------------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Deans & HoDs | - for information & compliance please |
| o All Principal (Medical) | - for information & compliance please |
| o Vice-Principal | - for information & compliance please |
| o All Faculty & Staff | - for information & compliance please |
| o Guard File | - for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(03)/3005/2025/4119

Dated February 06, 2025

NOTICE : Guest Lecture

It is to inform all the faculty & staff members and the students of COER Medical College of Ayurveda, College of Nursing, College of Paramedical Science and College of Pharmacy that Shri Prema Gauranga Das is delivering a lecture on the topic Timeless and Infallible Vedas in **Vardhman Auditorium** tomorrow i.e. **Friday, February 07, 2025** from **11:00 AM** onwards. This lecture is being organized in collaboration with **COER University, Roorkee.**

It is **MANDATORY** for all the students, faculty & staff members of the above-mentioned colleges to attend the lecture. All the students and employees of the colleges are hereby instructed to occupy their respective seats 05 minutes prior to the schedule time.

Registrar

CC to:

- | | |
|---------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
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Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(03)/3005/2025/ 4180

Dated February 06, 2025

NOTICE : Gate Timings for the Students

It is to inform all the existing students of COER University that after observing the student's entry at the university main gate, it is being decided that the university main gate will open for the students as per the below-mentioned schedule:

- o **First Slot** 08:45 AM to 09:15 AM
- o **Second Slot** 09:55 AM to 10:15 AM
- o **Third Slot** 10:55 AM to 11:15 AM

All the students are Strictly Advised not to leave the campus before 12:00 Noon and no student is allowed to enter the campus other than the time specified. If any student found loitering in the campus during class hours, he/she shall be dealt with Strictly and a strict disciplinary action will be taken.

Registrar

CC to:

- o **Hon'ble President** - for kind information please
- o **Vice-President** - for kind information please
- o **Vice Chancellor** - for kind information please
- o **Deans & HoDs** - for information & compliance please
- o **All Faculty & Staff** - for information & compliance please
- o **Student Notice Boards** - for information & compliance please
- o **Guard File** - for records



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Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(03)/3005/2025/ 4183

Dated February 07, 2025

NOTICE : Gate Timings for the Students (Revised)

It is to inform all the existing students of COER University that after observing the student's entry at the university main gate, it is being decided that the university main gate will open for the students as per the below-mentioned schedule:

- o **First Slot** 08:45 AM to 09:15 AM
- o **Second Slot** 09:55 AM to 10:15 AM
- o **Third Slot** 10:55 AM to 11:15 AM

All the students are Strictly Advised not to leave the campus before **03:00 P.M** and no student is allowed to enter the campus other than the time specified. If any student found loitering in the campus during class hours, he/she shall be dealt with Strictly and a strict disciplinary action will be taken.

Registrar

CC to:

- o **Hon'ble President** - for kind information please
- o **Vice-President** - for kind information please
- o **Vice Chancellor** - for kind information please
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CU/RO(03)/3005/2025/ 4124

Dated February 07, 2025

Notice: Biometric Registration for Faculty and Staff

This is to inform all faculty and staff of COER University and Medical that the **biometric registration process**, using **fingerprint authentication** on the **biometric machines** installed on campus, will be completed for integration with the university's ERP system.

As part of this transition, all university employees are required to complete their biometric registration as per the schedule provided below.

College	Department	Date & Time
COSC	CSE- Teaching Staff	08.02.2025 (9:30am to 10:30am)
	AIML & Cyber security- Teaching Staff	08.02.2025 (10:30am to 11:30am)
	Computer Application- Teaching Staff	08.02.2025 (11:30am to 12:30pm)
COBS	COBS- Teaching Staff	08.02.2025 (12:30pm to 01:30pm)
COP	COP- Teaching Staff	08.02.2025 (02:30pm to 03:00pm)
CON	CON- Teaching Staff	08.02.2025 (03:00pm to 03:30pm)
COPS	COPS- Teaching Staff	08.02.2025 (03:30pm to 04:00pm)
COE	ME- Teaching Staff	08.02.2025 (03:30pm to 04:00pm)
	EEE- Teaching Staff	
	CE- Teaching Staff	
COL	COL- Teaching Staff	08.02.2025 (04:00pm to 05:00pm)
COMC	COMC- Teaching Staff	
COA	COA- Teaching Staff	
Ayurveda	Medical- Teaching Staff	10.02.2025 (03:00pm to 05:00pm)
All	Non- Teaching Staff	11.02.2025 (03:00pm to 05:00pm)

Registrar

CC to:

- | | |
|-------------------------|---------------------------------------|
| o Vice Chancellor | - for kind information please |
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COER
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Roorkee 247 667 (Uttarakhand) **INDIA**

COERU/RO(03)/3005/2025/4207

Dated Feb 14, 2025

NOTICE : Clearance of **Pending Dues** for the Session 2024-25
(Reminder: 03)

All the fee defaulter students of the **COER University & COER Medical College** are hereby instructed to clear all their **pending dues** with fine (Academic and Hostel Fee) latest by **Feb 22, 2025**, failing which then the **debarred** from the Even Semester regular **classes** and University **Semester Examination** for the Academic Session **2024-25**.

All the students are again intimated to pay their pending dues with late fine, as levy against them before **Feb 25, 2025**.

Registrar

CC to:

- | | |
|--------------------------------|---|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Director (Admissions) | - for information please |
| o Accounts Office | - for information please |
| o All Deans & HoDs | - for information please |
| o All Notice Boards | - for information and compliance please |
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CU/RO(03)/3005/2025/4211

Dated February 14, 2025

NOTICE : Creation of Student's Cell

It is to inform all the faculty & staff members that the Student Cell has been constituted in the old Accounts Office (front of Admission Cell) ADM Block, Main Building. The below-mentioned staff members will be taking care of the student's personal files, the employees names are as follows:

- Mr. Manoj Semwal will be responsible for the students file of College of Smart Computing and College of Business Studies.
- Mr. Pramod Kumar will be responsible for the students file of Medical College of Ayurveda & Hospital, College of Nursing, College of Paramedical Sciences and College of Pharmacy.
- Mr. Paras Kumar will be assisting Mr. Manoj Semwal and Mr. Pramod Kumar

This order is applicable with **Immediate Effect**.

Registrar

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- | | |
|---------------------------|---------------------------------------|
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| o Vice-President | - for kind information please |
| o Registrar | - for kind information please |
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COER
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Ref. No.: COERU/RO(3)/3005/2025/4221

Date:-February 17, 2025

NOTICE: Nasha Mukti Campaign on 19 February 2025

It is informed to all Staff, Faculty to reach Auditorium and occupy seats each row with Students so that the campaign can run smoothly.

All Principals, Deans and Heads please ensure 100 % attendance of students by 11.30 am please advise faculty mentors to be with students till the completion of program.

Event Details:

Day & Date: Wednesday, February 19, 2025

Time: 11:30 AM - 01:00 PM

Venue: Vardhman Auditorium, COER University

For COER University,

(Registrar)



COER
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ROORKEE, UTTARAKHAND

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MINUTE TO MINUTE OF PROGRAM

Sr. No.	Description	Period
1	Welcome note by Dr. Veeralakshmi B	3 Min
2	Lighting of Lamp	4 Min
3	Introduction of Pradhan Times	4 Min
4	Honouring Chief Guest by Pradhan Times	5 Min
5	Keynote speech	4 Min
6	Speech by DLS Judge Simran Kaur	5 Min
7	Speech By Pradhan Times Channel Head Shri Sachin Sharma ji	5 Min
8	Skit by CER University students	5 Min
9	Speech by Chief Guest (Interactive round)	10 Min
10	Students speech	
11	Certificate Distribution	
12	Thank you note by Dr. Veeralakshmi B	

Mr. Priyabrat is required to make necessary IT arrangement.

Mr. Yogesh Semwal is required to make necessary Hospitality arrangement.

For COER University,


(Registrar)



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CU/RO(03)/3005/2025/4224

Dated February 18, 2025

NOTICE : Act of Indiscipline in Hostel (Consuming Cannabis, OCD Paper & Cigarette)

During the surprise checking of the hostel on the night of February 15, 2025, hostel residents of Ashok Bhawan i.e. **Mr. Rahul Joshi** S/o Shri Sadanand Joshi, student of B.Tech. Final Year in IT (Room No. **413**) and **Mr. Vigyaat Sharma** S/o Shri Vijay Kumar Sharma, student of B.Tech. Final Year in Civil Engineering (Room No. **411**) had been found under the influence of Cannabis, consuming OCD Papers and Cigarettes in their respective rooms. The inspection team had discussed the matter with Chief Warden and the following penalty has been decided to be imposed on the students:

- Photos of both the students is to be displayed on the hostel notice boards mentioning their act of indiscipline to set an example for other students as well.
- A fine of **₹5,000/- (Rupees Five Thousand only)** is to be imposed on both the students, individually, which is to be submitted in the university accounts office latest by February 25, 2025.
- If any of the above said student is indulged in any act of indiscipline till their course completion, he will be expelled from the hostel with **Immediate Effect**.

This order is applicable with **Immediate Effect**.


Registrar

CC to:

- | | |
|---------------------------|---------------------------------------|
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| o Vice-President | - for kind information please |
| o Registrar | - for kind information please |
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| o All Faculty & Staff | - for information & compliance please |
| o Guard File | - for records |



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CU/RO(03)/3005/2025/4235

Dated February 20, 2025

NOTICE : Additional Responsibilities

The management is pleased to assign additional responsibilities to the below-mentioned faculty members and one of the Research Scholar. The below-mentioned employees are hereby directed to report directly to Dr. Basant Kumar Das, Director IQAC. The assigned responsibilities are mentioned against the names of the respective member:

- ↓ **Mr. Kamal Kumar Gola**, Assistant Professor, CoSC will now act as **IQAC Coordinator** and report directly to **Dr. B. K. Das** and will assist him in the various IQAC activities.
- ↓ Dr. Varnesh Ghildiyal, Assistant Professor, CoBS will now act as **IQAC Coordinator** and report directly to **Dr. B. K. Das** and will assist him in the various IQAC activities.
- ↓ Mr. Prashant Kumar, Assistant Professor, Deptt. of Civil Engg., CoAS will now act as **IQAC Coordinator** and report directly to **Dr. B. K. Das** & assist him in the various IQAC activities.
- ↓ **Ms. Reshu Panwar**, Research Scholar will be taking care of the documentation processes of the **IQAC Cell** in subordination with the above said IQAC coordinators.

These are the additional responsibilities and all the previous assigned teaching loads and duties will be performed by the employees, as usual. The additional responsibilities are being assigned without any monetary benefits.


Registrar

CC to:

- | | |
|-------------------------|--|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Executive Director | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Dr. Varnesh Ghildiyal | - for information please |
| o Mr. Kamal K. Gola | - for information please |
| o Mr. Prashant Kumar | - for information and compliance, please |
| o Ms. Reshu Panwar | - for information and compliance, please |
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CU/RO(03)/3005/2025/ 4253

Dated February 24, 2025

NOTICE : Condolence Meet

With a very heavy heart, it is to inform all the teaching and non-teaching employees of the university that **Shri Rishi Pal Tyagi**, f/o Dr. Kamal Kant Tyagi, Assistant Professor, College of Business Studies passed away last night, may his soul **Rest in Peace**.

A **CONDOLENCE MEETING** has been called today i.e. **February 24, 2025** at **04:55 PM** in front of the Administrative Block, Main Building.

All the employees (Teaching and Non-Teaching) are required to assemble in front of the Administrative Block to mourn the sudden demise.


Registrar

CC to:

- | | |
|----------------------------|--|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Deans & HoDs | - for kind information please |
| o Faculty Members | - for information and compliance, please |
| o Staff Members | - for information and compliance, please |
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Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
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CU/RO(03)/3005/2025/4264

Dated February 25, 2025

NOTICE : Act of Indiscipline (Mayhem between students)

This is to inform that three of our students residing in **Aklank Bhawan, Mr. Nitish Kumar, B.C.A., 1st Year (Room No. 301), Mr. Rachit Roshan, B.Tech. CSE, 1st Year (Room No. 224) and Mr. Sumit Kumar, B.Tech. CSE, 1st Year (Room No. 234)** had an argument in the mess during dinner on **Wednesday i.e. February 19, 2025**, got separated as they were intervened by fellow students. As the students had left the mess after having their dinner, **Mr. Nitish Kumar** had grabbed **Mr. Rachit** by his collar and slapped **Mr. Sumit Kumar** while they are heading towards their respective rooms. **Mr. Rachit** and **Mr. Sumit** had filed a complaint about the mis-conduct of **Mr. Nitish**. The university officials had enquired about the case and after subsequent enquiries, the below mentioned punishment has been imposed on **Mr. Nitish**:

- a) **Mr. Nitish Kumar, B.C.A., 1st Year (Room No. 301)** is being expelled from the hostel for a span of 15 days applicable with **Immediate Effect**.

This order is applicable with **Immediate Effect**.

Kanishk
25/2/25

Registrar

CC to:

- o **Hon'ble President** - for kind information please
- o **Vice-President** - for kind information please
- o **Vice Chancellor** - for kind information please
- o **Deans & HoDs** - for kind information please
- o **Chief Warden** - for information please
- o **Accounts Officer** - for information and booking of monetary charges please
- o **Hostel Supervisors** - for information and compliance please



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Ref. No.: COERU/RO(3)/3005/2025/4274

Date:- February 27th, 2025

NOTICE

National Science Day

It is to inform all the Faculty members, staff and the students of COER University that the University is celebrating National Science Day on 28th Feb 2025, in honor of the groundbreaking discovery of the **Raman Effect** by the renowned physicist **Dr. C.V. Raman** in 1928. The theme for this year's celebration is "**Empowering Indian Youth for Global Leadership in Science and Innovation for Viksit Bharat**". As part of celebration, Science Debate Competition and Scientific Model Competition will be organized from 11:00 AM to 1:15 PM.

The presence of first year students of all the courses, along with faculty members is mandatory for the event. Faculties and students of the above mentioned years are hereby instructed to occupy their respective seats 10 minutes prior to their scheduled time.

Day & Date: Friday, February 28th, 2025

Time: 11:00 AM - 01:15 PM

Venue: Vardhman Auditorium, COER University

For COER University,

(Registrar)



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CU/RO(03)/3005/2025/ 4280

Dated February 28, 2025

NOTICE : Regarding Within Campus Communication

It is being observed that all the employees of the university (teaching & non-teaching both) are using Whats App frequently as their only medium for sharing any information with their concerned Dean/ HoD, which is not a good practice within the campus.

It is therefore being decided that all the necessary official communication will only be carried out through the official E-Mail IDs and not through Whats App messages, effective from March 01, 2025 onwards. If any employee found to use his/ her personal e-mail ID for sharing the official documents, he/ she will be considered as violating the university rules & regulations and will be dealt with strictly. Whats App messages are just for sharing information regarding urgent meetings or urgent information which is to be shared among student groups.

All the faculty and staff members are hereby required to please abide by the rules and regulations of the university and try not to violate.

This order is applicable with **Immediate Effect**.

Kondu
28/02/25

Registrar

CC to:

- | | |
|---------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Executive Director | - for kind information please |
| o Vice-Chancellor | - for information & compliance please |
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| o All Principal (Medical) | - for information & compliance please |
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CU/RO(03)/3005/2025/ 4281

Dated February 28, 2025

NOTICE : Regarding Post on Social Media

It is to inform all the students (Day Scholar and Resident) of the COER University, Roorkee that no student wearing the college uniform is allowed to post any reel, video, or photos on any social media platform within the campus or outside the campus. If any student found violating the university rules and posting a video, reel or photo on the social media platform, he/ she will be dealt with strictly and university will be free to file a legal case against the defaulter student, as per the IT Act of the IPC.

All the students are hereby required to please abide by the rules and regulations of the university and try not to violate them and try to avoid post anything on social media wearing the university uniform.

This order is applicable with **Immediate Effect**.

[Signature]
28/2/25

Registrar

CC to:

- | | |
|---------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
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CU/RO(03)/3005/2025/4301

Dated March 05, 2025

NOTICE : Campus Visit of Jain Muni Gupti Sagar Ji Maharaj

It is inform all the faculty and staff members of the university that **Right Reverend** (परम पुज्य) **Jain Muni Gupti Sagar Ji Maharaj** is coming to the COER University Campus today at **02:30PM** to shower his kind blessings on all of us.

All the faculty and staff members are required to assemble at the COER University Main Gate (ADM. Block) so as to welcome **Jain Muni** along with his disciples and other delegates to the university campus.

University bus is also available from the university campus to Roorkee to welcome Maharaj Ji in Roorkee. Interested faculty and staff members who wish to company **Maharaj Ji** from Roorkee to campus may occupy their respective seats **05 minutes** prior to the scheduled departure.

Registrar

CC to:

- | | |
|-------------------------------|---------------------------------------|
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| o Vice-Chancellor | - for kind information please |
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CU/RO(03)/3005/2025/4302

Dated March 05, 2025

NOTICE : Motivation Lecture

It is inform all the faculty members and **I Year** students of **B.C.A., M.C.A., and M.B.A.** of the university that the university is organizing a **Motivational Lecture** on the topic **"Transforming Challenges into Opportunities"**. The lecture will be delivered by globally renowned spiritual teacher **Mr. B. K. Michael Simon** from France. The motivational lecture itinerary is mentioned here as under:

Date & Day : Thursday i.e. March 06, 2025
Time : 11:00 AM onwards
Venue : Vardhman Auditorium

The discipline committee of the university is required to make sure that students may occupy their seats **05 minutes** prior to the scheduled time and may remain in their seats till the lecture concluded. It is also advised to please maintain proper discipline during the motivational lecture.

All the HoD's and Deans are requested to circulate the information amongst the students and make the Motivational Lecture a huge success as it is a life time opportunity for the students.


Registrar

CC to:

- | | |
|----------------------------|--|
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| o Vice-Chancellor | - for kind information please |
| o All Deans & HoDs | - for information please |
| o All Principal (Medical) | - for information please |
| o All Discipline Committee | - for information & compliance please |
| o All Faculty Members | - for information, compliance and student's information please |
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CU/RO(03)/3005/2025/4316

Dated March 06, 2025

NOTICE : Final Fee Deposition Reminder

This is to inform all the students of the **COER University** that the **Mid Term Examinations (MTE 1)** of the **Even Semester** of the **Academic Session 2024-25** are being scheduled to be held from **Tuesday i.e. March 18, 2025** to **Thursday i.e. March 20, 2025**.

All the students are hereby instructed to make sure that their Academic Fees and Hostel Fees (wherever applicable) was already deposited, before the commencement of the Mid-Term Examinations (**MTE 1**), failing which, will result in debar from the examinations and no excuse of any sort will be entertained.

It is hereby also informed that this is the **Final Fee Deposition Reminder** for the fee defaulter students.

[Handwritten Signature]
6/3/25

Registrar

CC to:

- | | |
|------------------------|--|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Deans & HoDs | - for kind information please |
| o Faculty Members | - for kind information and circulation among student's groups please |
| o Chief Warden | - for information please |
| o Accounts Office | - for information and compliance please |
| o Hostel Notice Boards | - for information and compliance please |
| o All Notice Boards | - for student's information |
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CU/RO(03)/3005/2025/4317

Dated March 06, 2025

NOTICE : Conduct of Any Event

(Workshop, Seminar, Guest Lecture, Visit, Motivational Talk etc.)

This is to inform all the Deans, Principals (Medical), HoDs and faculty members of the **COER University** that all the events/ programmes like Guest Lectures, Motivational Talk Sessions, Workshops, Seminars, Educational Visits conducted within or outside the campus, must be approved by the Vice-Chancellor. Without his consent, no such programmes/ events are allowed to conduct within or outside the campus.

If any member of the teaching fraternity is found breaching the above said rule of the university, he/ she will be dealt with Strict Disciplinary Action.

It is therefore advised to all the members of the teaching fraternity to please abide by the rules of the university and try not to bypass them.

Registrar

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- | | |
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| o Vice Chancellor | - for kind information please |
| o Deans & HoDs | - for kind information please |
| o Principal (Medical) | - for kind information please |
| o Faculty Members | - for kind information and compliance please |
| o Guard File | - for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

Dated March 06, 2025

CU/RO(03)/3005/2025/4318

NOTICE

In order to celebrate the spirit of womanhood and **International Women's Day**, the COER University, Roorkee is organizing a **Mega Event** on **Saturday** i.e. **March 08, 2025**. Wing Commander **Ms. Anupama Joshi** (member of the first batch of women to join the armed forces), she took the fight for gender discrimination in the armed forces to its conclusive end, will be the **Chief Guest** of the event and our beloved and most respected **Mrs. Sunita Jain** and **Mrs. Charu Jain** will be the **Guest of Honor**.

The detailed event itinerary is mentioned here as under:

Time	Program
10:00 AM	Welcome of the Guests by Dean SW
10:05 AM	Lamp Lighting (दीप प्रज्ज्वलन)
10:10 AM	Tulsi Sapling to Chief Guest by Mrs. Sunita Jain
10:15 AM	Introduction of the Chief Guest by Dean SW
10:20 AM	Words of Wisdom by Chief Guest
10:30 AM	Felicitation of Faculty Members
10:40 AM	Felicitation of Chief Guest by Mrs. Charu Jain
10:45 AM	Vote of Thanks by HoD - Deptt of CSA
10:50 AM	Session of Group Photograph
10:52 AM	High Tea

Venue
Seminar Hall
CB 105

All the female faculty and staff members are hereby informed that they all are **Cordially Invited** to be a part of the event.


Registrar

CC to:

- | | |
|---------------------------|---|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Director (Admissions) | - for kind information please |
| o Deans and HoDs | - for information and compliance please |
| o Principal (Medical) | - for information and compliance please |
| o Faculty & Staff Members | - for information and compliance plea |
| o Guard File | - for records |



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Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(03)/3005/2025/4319

Dated March 08, 2025

NOTICE : Meeting with Vice-Chancellor

All the Deans, HoDs, Principals (Medical Courses) and faculty members of all the courses run under the aegis of COER University including medical courses are hereby informed that a meeting has been called in the **Vardhman Auditorium**, with Vice-Chancellor today i.e. **March 08, 2025** from **03:00 PM** onwards to discuss the action plans for the upcoming academic session and to motivate the faculty members of the university. All the Deans/ HoDs/ Principal (Medical Courses) along with all the members of teaching fraternity, are requested to attend the same.

The meeting itinerary is mentioned here as under:

Date : Saturday i.e. **March 08, 2025**

Time : 03:00 PM onwards

Venue : Vardhman Auditorium

All the said employees are advised to occupy their respective seats **05 minutes** prior to the scheduled meeting. Attendance of all members of teaching fraternity is **MANDATORY**.

Registrar

CC to:

- o **Hon'ble President** - for kind information please
- o **Vice-President** - for kind information please
- o **Vice Chancellor** - for kind information please
- o **Deans & HoDs** - for kind information & compliance please
- o **All Principal (Medical)** - for kind information & compliance please
- o **Faculty Members** - for kind information & compliance please
- o **Guard File** - for records



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(03)/3005/2025/4323

Dated March 10, 2025

NOTICE : Holi Holidays

This is to inform all the students of the **COER University** that the management is pleased to announce **Holi Holidays** from tomorrow i.e. **Tuesday, March 11, 2025** to **Saturday, March 15, 2025**. The classes will commence from **Monday** i.e. **March 17, 2025**.

**Wishing all the students a very happy, colorful and joyous
Festival of Colors.**

Kaush
10/3/25
Registrar

CC to:

- | | |
|--------------------------------------|---|
| o Hon'ble President | -for kind information please |
| o Vice-President | -for kind information please |
| o Vice Chancellor | -for kind information please |
| o Deans & HoDs | -for kind information & compliance please |
| o Director (Admissions) | -for kind information & compliance please |
| o All Principal (Medical) | -for kind information & compliance please |
| o Faculty & Staff Members | -for kind information & compliance please |
| o Chief Warden | -for kind information & compliance please |
| o Hostel Wardens | -for kind information & compliance please |
| o All Notice Boards | -for student's information |
| o Guard File | -for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(03)/3005/2025/ 4324

Dated March 10, 2025

NOTICE : Holi Holidays

This is to inform all the employees (teaching & non-teaching) of the **COER University** that the management is pleased to announce **Holi Holidays** from **Thursday, March 13, 2025** to **Saturday, March 15, 2025**. The university will reopen from **Monday i.e. March 17, 2025**.

**Wishing all the employees (teaching & non-teaching) A Very
Happy, Colorful & Joyous Festival of Colors.**


10/3/25
Registrar

CC to:

- | | |
|---------------------------|---|
| o Hon'ble President | -for kind information please |
| o Vice-President | -for kind information please |
| o Vice Chancellor | -for kind information please |
| o Deans & HoDs | -for kind information & compliance please |
| o Director (Admissions) | -for kind information & compliance please |
| o All Principal (Medical) | -for kind information & compliance please |
| o Faculty & Staff Members | -for kind information & compliance please |
| o Chief Warden | -for kind information & compliance please |
| o Hostel Wardens | -for kind information & compliance please |
| o All Notice Boards | -for student's information |
| o Guard File | -for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(03)/3005/2025/4326

Dated March 11, 2025

*Happy
Holi*

NOTICE : Holi Milan Ceremony

*Happy
Holi*

On the eve of **Festival of Colors**, the COER University organizes a **Holi Milan Ceremony** for all the faculty and staff members. Our beloved and respected President Sir, along with his family members will also join the gathering to bless us all. The ceremony itinerary is mentioned here as under:

Venue : Vardhman Auditorium
Time : 03:00 PM onwards
Date : March 12, 2025

Minute-to-Minute Program

03:05 PM Welcome Speech by Dr. Veeralakshmi B., Dean Student Welfare
03:10 PM Bhajan Sangeet by Faculty Members
04:00 PM Words of Wisdom by Vice-Chancellor
04:15 PM Words of Wisdom by Hon'ble President
04:30 PM Vote of Thanks
04:35 PM High-Tea for all the employees

All the employees are advised to occupy their respective seats **05 minutes** prior to the scheduled ceremony. Attendance of all members is **MANDATORY**.

Lauw
Registrar

CC to:

- | | |
|---------------------------|--|
| o Hon'ble President | -for kind information please |
| o Vice-President | -for kind information please |
| o Vice Chancellor | -for kind information please |
| o Deans & HoDs | -for kind information & compliance please |
| o Director (Admissions) | -for kind information & compliance please |
| o All Principal (Medical) | -for kind information & compliance please |
| o Faculty & Staff Members | -for kind information & compliance please |
| o HoD IT & Infra | -for sound arrangements please |
| o Chief Engineer | -for information and un-interrupted power backup |
| o All Notice Boards | -for student's information |
| o Guard File | -for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
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CU/RO(03)/3005/2025/4329

Dated March 12, 2025

NOTICE : Holi Milan Ceremony

This is to inform all the resident employees (**Teaching & Non-Teaching**) of the **COER University** that you and your family members are **Cordially Invited** to the **Holi Milan Ceremony** today i.e. **March 12, 2025** in the **Vardhman Auditorium** from **03:00 PM** onwards to be a part of the celebrations of festival of colors.

Registrar

CC to:

- | | |
|------------------------------------|--|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Resident Deans & HoDs | - for kind information & compliance please |
| o Resident Faculty Members | - for kind information & compliance please |
| o Resident Staff Members | - for kind information & compliance please |
| o Chief Warden | - for kind information & compliance please |
| o Hostel Wardens | - for kind information & compliance please |
| o Guard File | - for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
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CU/RO(03)/3005/2025/4331

Dated March 12, 2025

NOTICE : Official Duty

This is to inform all the employees of the Office of the Registrar, Department of Administration, Front Office (Tarawati Bhawan), Admission Team (Tarawati Bhawan), Two Persons of Accounts Office are hereby informed that in order to complete all the pending work assigned to you/ your department, there will be full day working on **Thursday i.e. March 13, 2025, Saturday i.e. March 15, 2025 and Sunday i.e. March 16, 2025**. You all are hereby instructed to reach the campus as per the routine timings and complete your work with full dedication and commitment.

In lieu of upcoming Ayurveda Inspection by the NCISM Team, all the employees of COER Medical College of Ayurveda (Teaching & Non-Teaching) Employees and COER Hospital Staff are hereby informed that, there will be full day working on **Thursday i.e. March 13, 2025, Saturday i.e. March 15, 2025 and Sunday i.e. March 16, 2025**. You all are hereby instructed to reach the campus as per the routine timings and also, instruct to prepare yourselves for the upcoming inspection in the best possible manner.

Staff of emergency services such as Bhawan Supervisors, Medical Center, Security, Maintenance Department, Housekeeping Staff and Drivers will perform duties as per the norms of the university.

On the occasion of Holi, **Friday i.e. March 14, 2025** will be holiday for all the employees.

Registrar

CC to:

- | | |
|---------------------------|--|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Office of the Registrar | - for kind information & compliance please |
| o College of Ayurveda | - for kind information & compliance please |
| o Hospital Staff | - for kind information & compliance please |
| o Administration Office | - for kind information & compliance please |
| o Admission Team | - for kind information & compliance please |
| o Accounts Office | - for kind information & compliance please |
| o Guard File | - for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(03)/3005/2024/ 4336

Dated March 18, 2025

NOTICE : Regarding Adjustment of Bills

As the financial year 2024-2025 is about to end, it is to inform all the employees of the university that you must submit all the pending bills to the office of the undersigned latest by Tuesday i.e. March 25, 2025 so as to get the approval of the competent authority for account bill adjustment. If any amount is outstanding against your name, the same will be deducted from your salary for the month of March 2025.

This order is applicable with **Immediate Effect** and no excuses of any sort will be considered.

Registrar

CC to:

- | | | | |
|---|------------------------------|---|--|
| o | Hon'ble President | - | for kind information please |
| o | Vice-President | - | for kind information please |
| o | Vice Chancellor | - | for kind information please |
| o | Director (Admissions) | - | for kind information please |
| o | Deans & HoDs | - | for information please |
| o | Chief Warden | - | for information please |
| o | Notice Boards | - | for information and compliance, please |
| o | Guard File | - | for records |



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CU/RO(3)/3005/2025/4343

Dated March 22, 2025

NOTICE : ZION 2K25

It is to inform all students of the university that only those students are allowed to attend the various events of the Annual Fest **ZION 2K25** who wear their ID Cards issued to them. No student is allowed to enter the campus without his/her ID Card. Students are hereby also instructed that as this is the fest for university students only, hence, **NO OUTSIDE ACCOMPLICE OF STUDENT IS ALLOWED IN THE CAMPUS**. If any student willingly or unwillingly brings any accomplice with them, the student will not be allowed to witness the various events of the annual fest.

Students are hereby instructed to comply with the above said notice.

Registrar

CC to:

- | | |
|-----------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Deans and HoDs | - for information & compliance please |
| o All Faculty Members | - for information & compliance please |
| o All Notice Boards | - for student's information please |
| o Guard File | - for records |



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CU/RO(3)/3005/2025/4344

Dated March 22, 2025

NOTICE : ZION 2K25

It is to inform all the employees (teaching & non-teaching, both) of the university that as we are on the verge of celebrating our university's annual fest **ZION 2K25**, the management of the university is pleased to announce that the duty hours during the annual fest have been revised from **11:00 AM** to **09:00 PM**.

It is also informed that the faculty and staff members assigned discipline duties, can have their lunch in **AHILYA BHAWAN** and for tea and snacks, they can have it in the **VIP Lawn** on above-mentioned event dates.

[Handwritten Signature]

Registrar

CC to:

- | | |
|----------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Deans and HoDs | - for information & compliance please |
| o All Designated Employees | - for information & compliance please |
| o Dr. Amar Nath | - for information & compliance please |
| o Chief Warden | - for information & compliance please |
| o All Notice Boards | - for student's information please |
| o Guard File | - for records |



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Dated March 24, 2025

CU/RO(3)/3005/2025/4345

NOTICE : Regarding Duty Leave

All the members of the Registrar Secretariat are hereby advised that if you are on Duty Leave or on Official Duty (outside the campus), you must report to the undersigned before leaving the Duty Leave station. It is to make sure that all the work assigned to you must be completed and you must update the undersigned of your work.

If you fail to comply with above-mentioned notice, no TA/ DA along with No Duty Leave will be considered for the day. Repetition of such nuisance may result in Strict Disciplinary Action against you.

This order is applicable with **Immediate Effect**.

Sanjay
24/3/25

Registrar

CC to:

- | | |
|-------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Registrar Secretariat | - for information & compliance please |
| o Guard File | - for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
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CU/RO(3)/3005/2025/ 4853

Dated March 26, 2025

NOTICE : No Visitor Passes for Zion 2K25

Rumors being spread inside and outside the campus that the university has issued Visitor Passes for upcoming **Mega Event** i.e. **ZION 2K25**. It is hereby informed to all the employees and students of the university that **NO PASSES HAD BEEN ISSUED TO ANYONE**. The entry in the Mega Event i.e. ZION 2K25 can only be made by presenting the Student ID Card at the Entry Gate. **NO ACCOMPLICE OF THE STUDENT IS ALLOWED INSIDE THE CAMPUS ON ALL THE 3-DAYS OF THE EVENT.**

If any case of forging the ID Cards is found, he/she shall be dealt with Strictly and may result in lodging of an FIR against the respective student/ person.

Registrar

CC to:

- | | |
|---------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o All Notice Boards | - for information & compliance please |
| o Guard File | - for records |



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CU/RO(3)/3005/2025/4354

Dated March 26, 2025

NOTICE : ZION 2K25 Staff Duties

It is to inform below-mentioned staff members that duties for the staff members have also been finalized during **ZION 2K25**. The annual fest **ZION 2K25** is scheduled from **Thursday** i.e. **March 27, 2025** to **Saturday** i.e. **March 29, 2025**.

It is advised to all the employees that you must perform your duties diligently and with full commitment so as to avoid any serious issues/ concerns during the conduct of the fest in the campus. The locations for the assigned duties are being mentioned against the name of the staff member is tabulated as follows:

Sr. No.	Name of the Staff Member	Department	Location Assigned
1)	Mr. Raj Kumar Chauhan	Mechanical Engineering	Academic Block
2)	Mr. Sushil Kumar		
3)	Mr. Shiv Kumar		
4)	Mr. Vipin Kumar		
5)	Mr. Jogendra	Civil Engineering	Front of Law Building
6)	Mr. Karan Pal		
7)	Mr. Gajendra Singh		
8)	Mr. Vishal Sharma	CoBS	University Main Building
9)	Mr. Siddharth	Exam Cell	
10)	Mr. Saurav Singh	Agriculture	Computing Block
11)	Mr. Sagar Negi		
12)	Mr. Amit Kumar	English	Academic Block
13)	Mr. Akhilesh Paliwal	Physics	



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All the said staff members are required to coordinate with the respective Location Faculty Coordinator for their duties.

All the employees who have been assigned duties during the conduct of the annual fest **ZION 2K25** are hereby informed that they all will perform duties in the cricket ground on all the three event days i.e. **Thursday, Friday and Saturday** i.e. from **March 27, 2025** to **March 29, 2025** till the completion of the event, without fail.

Once again, cooperation from all the staff members is highly anticipated.

[Handwritten Signature]
26/3/25

Registrar

CC to:

- | | |
|---------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Deans and HoDs | - for information & compliance please |
| o All Staff Members | - for information & compliance please |
| o All Notice Boards | - for student's information please |
| o Guard File | - for records |



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Roorkee 247 667 (Uttarakhand) **INDIA**

CU/

Ref. No.: COERU/RO(3)/3005/2025/4355

Date:- March 26, 2025

NOTICE: Advisory for Vehicle Parking for ZION 2K25

In order to conduct the Annual Fest ZION 2K25 hassle-free and smoothly, various zones for parking the vehicles of students and employees have been finalized:

Gate No. 3 – Four wheeler movement for students

Parking – Behind Trustee House, Back of COER Hospital and Back of Gyan Bhawan.

Gate No. 2 – Two wheeler movement for students

Parking – Behind Tarawati Bhawan, Front of COER Hospital and front of Ahilya Bhawan.

Gate No. 1 – Vehicle movement for VIP Guests/Faculty and Staff Members

Parking – Designated Parking Area.

Students are instructed to move on foot to reach the venue and all are required to carry their ID cards for the entry. Students are also instructed not to mis-behave/argue with the security personnel either for vehicle movement or parking of vehicle.

It is therefore requested to kindly follow the above said vehicle movement instructions and follow the parking zones for your vehicle parking.

For any further queries related to vehicle parking contact to Mr. Subhash, SO, Security Officer.

Registrar

Copy for information:-

- i). Office of the Hon'ble President: for kind information please
- ii). Office of the Hon'ble Vice-President: for kind information please
- iii). Hon'ble Vice-Chancellor: for kind information please
- iv). All Faculty & Staff Members: for information & compliance please
- v). All Notice Boards: for information & compliance please
- vi). Guard File: for records

Ref. No.: COERU/RO(3)/3005/2025/4360

Date: March 29, 2025


Title of the Project: Targeting insulin resistance and inflammation by Myricetin as a strategy to overcome the cardiometabolic and adverse pregnancy outcomes in PCOS


Declaration & Attestation

- I. We have read the terms and conditions for ICMR Research Grant. All necessary Institutional facilities will be provided if the research project is approved for financial assistance.
 - II. We agree to submit within one month from the date of termination of the project the final report and a list of articles, both expendable and non-expendable, left on the closure of the project.
 - III. We agree to submit audited statement of accounts duly audited by the auditors as stipulated by the ICMR.
 - IV. It is certified that the equipment(s) is/are not available in the Institute/Department or these are available but cannot be spared for the project.
 - V. It is further certified that the equipment(s) required for the project have not been purchased from the funds provided by ICMR for another project(s) in the Institute.
 - VI. We agree to submit (online) all the raw data (along with descriptions) generated from the project to the ICMR Data Repository within one month from the date of completion / termination of the project.
- If any equipment already exists with the Department/Institute, the investigator should justify purchase of equipment.

Signature of the:

Dr. Mamta F. Singh,
(PI-COER University)


Dr. Tanya Ralli
(Co-PI, COER University)


Dr. Vinod Tiwari
(PI-IIT, BHU)

Dr. Rajnish Kumar
(Co-PI, IIT, BHU)

Head of the Department



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Roorkee 247 667 (Uttarakhand) **INDIA**

Dated March 29, 2025

CU/RO(3)/3005/2025/4361

NOTICE : Regarding Financial Year Closing

It is to inform the employees of Central Store, Purchase Department, Accounts Department and all Administrative Staff that in lieu of the closing of the financial year i.e. **F.Y. 2024-25** on **March 31, 2025**, the above said employees are hereby informed that **March 31, 2025** i.e. **Monday** will be **Full Working Day** for all the above-mentioned employees.

This order is applicable with **Immediate Effect**.


Registrar

CC to:

- | | |
|----------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Dy. Registrar (Purchase) | - for information & compliance please |
| o HoD (Accounts) | - for information & compliance please |
| o Central Stores | - for information & compliance please |
| o Purchase Department | - for information & compliance please |
| o Accounts Department | - for information & compliance please |
| o Guard File | - for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

Dated April 03, 2025

CU/RO(3)/3005/2025/4368

NOTICE : Examination Form Filling (**Even Sem**) 2024-25

In reference to the upcoming end term semester examinations (**Even Sem**) for the Academic Session 2024-25, all the students of the COER University are hereby informed to ensure that their complete academic and hostel fee is deposited in the accounts office before **Thursday** i.e. **April 10, 2025**, failing which results in debar from filling the examination form. The link for filling the examination form will be available from **Tuesday** i.e. **April 15, 2025** on your ERP login.

Students are hereby advised to clear all their dues before **April 10, 2025** to avoid any last-minute hassle.

Registrar

CC to:

- | | | | |
|---|-----------------------|---|--|
| o | Hon'ble President | - | for kind information please |
| o | Vice-President | - | for kind information please |
| o | Vice Chancellor | - | for kind information please |
| o | Director (Admissions) | - | for information please |
| o | Deans & HoDs | - | for information please |
| o | All Faculty Members | - | for circulation among student groups, please |
| o | Notice Boards | - | for student information and compliance, please |
| o | Guard File | - | for records |



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Roorkee 247 667 (Uttarakhand) **INDIA**

Ref. No.: COERU/RO(3)/3005/2025/4370

Dated: April 01, 2025

To,

Mr. Sandeep Kumar Chaudhary
Deputy Registrar-Purchase
COER University

Subject: Flat Allotment

Dear Mr. Sandeep,

We are pleased to inform you that, as per the **Management's Approval No: COERU/RO(3)/1001/2025/2843 on dated March 15, 2025**, you have been allotted a flat based on your seniority in designation and experience. The details of the flat are mentioned here as under:

Employee Name	Flat Allotted in	Previously Allotted to	Tentative Date for Availability
Mr. Sandeep Kumar Chaudhary	BCJ Bhawan	Dr. Prabhat Kumar	After April 01, 2025

As per the terms of the allotment, you are required to bear the maintenance charges and electricity bill for the allotted flat.

You are requested to acknowledge the receipt of this letter and confirm your acceptance of the allotment.

Congratulations on your new accommodation.

For COER University,


(Registrar)



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(03)/3005/2025/4371

Dated April 04, 2025

NOTICE : Additional Responsibilities

The management is happy to assign additional responsibilities and appoint **Dr. Basant Kumar Das**, Dean - IQAC, as the **Officiating Dean (Academics)** for the smooth conduction of the academic classes. All the HoDs, faculty and staff members of **COER University** are hereby required to comply with the same regarding any issues related to academics.

This order is applicable with **Immediate Effect** and cooperation from all the concerned is highly anticipated.

Registrar

CC to:

- | | |
|----------------------|---|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Executive Director | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Deans & HoDs | - for kind information please |
| o Dr. B. K. Das | - for information and compliance please |
| o All Employees | - for information please |
| o All Notice Boards | - for student's information |
| o Guard File | - for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(3)/3005/2025/4372

~~April 01~~
Dated March 20, 2025

NOTICE : New Responsibilities

As per discussions with the management, it has been decided to re-shift and assign new responsibilities of **Administrative Officer** to **Mrs. Shweta Singh** with **Immediate Effect**. She is being shifted to the Office of HoD, Department of Computer Science Applications, Computing Block. Mrs. Shweta Singh is hereby advised to report directly to Dr. Gesu Thakur immediately.

This order is applicable with **Immediate Effect**.


Registrar

CC to:

- | | |
|-----------------------|---|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Principal CMAH | - for kind information please |
| o Mrs. Shweta Singh | - for information and compliance please |
| o All CMAH Faculty | - for information please |
| o Hospitality Manager | - for information please |
| o and file | - for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(3)/3005/2025/ 4373

Dated April 07, 2025

NOTICE : Regarding Research Topics

As per the instructions, all the Ph.D. Supervisors are hereby required to submit their Research Topics to **Mr. Anurag Singh**, Ph.D. Coordinator as early as possible so that the research scholars may choose the topics of their choice and interest. All the topics must reach **Mr. Anurag Singh's Office** latest by **Wednesday** i.e. **April 09, 2025** before the closing working hours.

Compliance from all the Ph.D. Supervisors is highly anticipated.

[Handwritten signature]

Registrar

CC to:

- | | |
|----------------------------|---|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Ph.D. Supervisors | - for information and compliance please |
| o Guard File | - for records |



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Dated April 07, 2025

CU/RO(3)/3005/2025/ 4374

NOTICE : Instructions for Filling the Examination Forms

All the students studying in various courses offered by the **COER University** are hereby informed that before filling the examination forms, students are instructed to carefully go through the instructions mentioned here as under:

- 1) Students are advised to log-in to your ERP with your correct credentials, already provided to you
- 2) Click on **Examination Tab** shown on your ERP dashboard
- 3) Click on **Apply for Exam Tab**
- 4) Examination Form is now visible to you, check all the details eg. Name, Father's Name, Date of Birth, Course, Branch, ABC ID, CU ID, Year etc.
- 5) After checking all the above-mentioned details, students are required to click on **Final Submit**
- 6) After successful submission of the form, students are advised to take **Color Print Out** of your filled examination form
- 7) Students must sign it before the signature of Dean/ Principal/ HoD
- 8) Finally, students are instructed to submit the **Duly Signed Examination Form** to your faculty advisor

NOTE : Only those students are eligible to fill their examination forms who have their fee balance (academic & hostel) **ZERO**.

Xaniz

Registrar

CC to:

- | | | |
|------------------------|---|-------------------------------------|
| o Hon'ble President | - | for kind information please |
| o Vice-President | - | for kind information please |
| o Vice Chancellor | - | for kind information please |
| o Deans/ HoDs | - | for information please |
| o Faculty Members | - | for information please |
| o Student Notice Board | - | for information & compliance please |



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Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

Dated April 08, 2025

CU/RO(3)/3005/2025/4375

NOTICE : Holiday

In lieu of the **Ambedkar Jayanti**, the university is pleased to announce **HOLIDAY** for all the employees (teaching & non-teaching) of the university on **Monday i.e. April 14, 2025**. It is also informed to all the employees (Teaching & Non-Teaching) of the university that the **Third Saturday i.e. April 19, 2025**, will be a **FULL WORKING DAY**.

Staff of emergency services such as Bhawan Supervisors, Medical Center, Security, Maintenance Department, Hospital Staff and Drivers will perform duties as per the norms of the university.

[Handwritten Signature]

Registrar

CC to:

- | | | | |
|---|------------------------|---|-----------------------------------|
| o | Hon'ble President | - | for kind information please |
| o | Vice-President | - | for kind information please |
| o | Vice Chancellor | - | for kind information please |
| o | Deans & HoDs | - | for information please |
| o | All Faculty Members | - | for information please |
| o | Chief Warden | - | for information please |
| o | All Staff Members | - | for information please |
| o | All Notice Boards | - | for student's information please |
| o | All Hostel Supervisors | - | for circulations among hostellers |
| o | Guard File | - | for records |



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Dated April 08, 2025

CU/RO(3)/3005/2025/4376

NOTICE : Duties of Attendants

As per the instructions of Registrar Sir, it is hereby informed that **Mr. Vijay Pal (Bittu)** and **Mr. Priyanshu** will look after all the tea and snacks arrangements of Registrar Office, Admission Cell (**T&P Block**), Accounts Office and Purchase Departments. The leave of the above-mentioned employees will only be approved by **Dr. Manish Kumar**, Registrar.

This order is applicable with **Immediate Effect**.

Registrar

CC to:

- | | |
|-----------------------------------|---|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Registrar Office | - for information and compliance please |
| o Admission Cell (T&P) | - for information and compliance please |
| o Accounts Office | - for information and compliance please |
| o Purchase Office | - for information and compliance please |
| o Guard File | - for records |



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CU/RO(3)/3005/2025/ 4377

Dated April 08, 2025

NOTICE : Bonafide for Bank Loan

As per the instructions of Registrar Sir, it is hereby informed that all the student requisitions for the **Bonafide Letters** for the purpose of **Bank Loan** will be prepared by the **Student Cell** and cross-checked by **Registrar Office** before getting the final approval of the **Competent Authority**. If any member of the student cell fails to comply with this order, he will be dealt with **Strict Disciplinary Action**.

This order is applicable with **Immediate Effect**.

Registrar

CC to:

- o Hon'ble President - for kind information please
- o Vice-President - for kind information please
- o Vice Chancellor - for kind information please
- o Student Cell Members - for information & compliance please
- o Guard File - for records



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Dated April 08, 2025

CU/RO(3)/3005/2025/4383

NOTICE : Schedule for Fee Submission

In reference to the fee submission schedule for the upcoming **Academic Session 2025-26**, it is to inform all the students of **COER University** that the last date for fee submission is **Saturday i.e. June 14, 2025**. It is also been declared that if any student submits his/ her fees in one installment, he/ she is entitled to avail:

- o On depositing the complete fees of **Odd Semester** of the Academic Session **2025-26** on or before the above-mentioned date, the students will get a discount of **2%** on total fee.
- o On depositing the complete fees of both the semesters (**Even & Odd**) of the Academic Session **2025-26** on or before the above-mentioned date, the students will get a discount of **4%** on total fee.

Students are advised to follow the above-mentioned fee submission deadline in order to avoid any inconvenience or late fee fine.


Registrar

CC to:

- | | | |
|--------------------------------|---|---|
| o Hon'ble President | - | for kind information please |
| o Vice-President | - | for kind information please |
| o Vice Chancellor | - | for kind information please |
| o Deans & HoDs | - | for information please |
| o Director (Admissions) | - | for information please |
| o Faculty Members | - | for circulation among student groups please |
| o Chief Warden | - | for information please |
| o Hostel Supervisors | - | for display in Hostel Notice Boards |
| o All Notice Boards | - | for student's information please |
| o Guard File | - | for records |



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Dated April 08, 2025

CU/RO(3)/3005/2025/ 4385

NOTICE : Meeting with Registrar Sir

A meeting has been called in the Conference Room, New Admission Cell (**Old T&P Cell**) tomorrow i.e. **Wednesday, April 09, 2025** from **04:00 PM** onwards with all the lab technicians, lab assistants and all the members of IT to discuss action plans to increase the admissions in various colleges of the university.

Registrar

CC to:

- | | | |
|-------------------------|---|---|
| o Hon'ble President | - | for kind information please |
| o Vice-President | - | for kind information please |
| o Vice Chancellor | - | for kind information please |
| o Deans & HoDs | - | for information please |
| o Director (Admissions) | - | for information please |
| o Faculty Members | - | for circulation among student groups please |
| o Chief Warden | - | for information please |
| o Hostel Supervisors | - | for display in Hostel Notice Boards |
| o All Notice Boards | - | for student's information please |
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Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(3)/3005/2025/4386

Dated April 08, 2025

NOTICE : Meeting with Registrar Sir

A meeting has been called in the Conference Room, New Admission Cell (Old T&P Cell) tomorrow i.e. **Wednesday, April 09, 2025** from **10:00 AM** onwards with Dean and faculty members of the College of Legal Studies to discuss action plans to increase the admissions in the college.

Registrar

CC to:

- | | | |
|-------------------------|---|---|
| o Hon'ble President | - | for kind information please |
| o Vice-President | - | for kind information please |
| o Vice Chancellor | - | for kind information please |
| o Deans & HoDs | - | for information please |
| o Director (Admissions) | - | for information please |
| o Faculty Members | - | for circulation among student groups please |
| o Chief Warden | - | for information please |
| o Hostel Supervisors | - | for display in Hostel Notice Boards |
| o All Notice Boards | - | for student's information please |
| o Guard File | - | for records |



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CU/RO(3)/3005/2025/4387

Dated April 09, 2025

NOTICE : Pooja Ceremony on Mahavir Jayanti

It is to inform all the employees of the university that on the occasion of **MAHAVIR JAYANTI**, a **POOJA CEREMONY** is being organized in the **ADM Block**, Main Building tomorrow i.e. **Thursday, April 10, 2025** from **10:00 AM** onwards. Hon'ble President Sir along with family members will attend the ceremony. All the employees are cordially invited for the same followed by **High Tea**.

Registrar

CC to:

- | | |
|--------------------------------|-------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Deans & HoDs | - for information please |
| o Director (Admissions) | - for information please |
| o Faculty Members | - for information |
| o Staff Members | - for information |
| o Guard File | - for records |



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Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(3)/3005/2025/4391

Dated April 11, 2025

NOTICE : Regarding Research Topics

As per the instructions, all the Ph.D. Supervisors are hereby required to submit their Research Topics to **Mr. Anurag Singh**, Ph.D. Coordinator as early as possible so that the research scholars may choose the topics of their choice and interest. All the topics must reach **Mr. Anurag Singh's Office** latest by **Tuesday i.e. April 15, 2025** before the closing working hours.

Compliance from all the Ph.D. Supervisors is highly anticipated.

Registrar

CC to:

- | | |
|----------------------------|---|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Vice Chancellor | - for kind information please |
| o Ph.D. Supervisors | - for information and compliance please |
| o Guard File | - for records |



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CU/RO(3)/3005/2025/4392

Dated April 11, 2025

NOTICE : Duty Chart during Teacher Felicitation

The university is organizing **Teacher Felicitation program** i.e. **GURU SAMMAN 2025** on **Sunday i.e. April 13, 2025** in the **Vardhman Auditorium** in order to honor the effortless job of being a **teacher**. The below-mentioned employees of the university have been assigned duties during the conduct of the event. The duties are mentioned here as under:

- o **MoC** will be **Mr. Rakesh Marqus** during the event
- o Liaisoning Officers for the event
 - **Dr. R. K. Upadhyay, Dr. Muneesh Sethi and Dr. Gesu Thakur**
- o Registration & Kit Distribution
 - **Ms. Prachi Arora & Team**
- o Projector, Smart Panel & PA System
 - **Mr. Priyabrat Sarkar & Team**
- o Snacks & Lunch Arrangements
 - **Mr. Yogesh Semwal & Team**
- o Seating Arrangements & Dias Beautification
 - **Mr. Narendra Kumar & Team**
- o Photography & Videography
 - **Mr. Mayank Dev & Team**

All the above-mentioned employees are instructed to coordinate with **Mr. Anurag Singh** and **Mr. Navneet Vivek** for any kind of support/ suggestions. All the lab technicians are also informed to remain present during the conduct of the event. No excuses of being absent on Sunday will be entertained/ considered for the lab technicians.

Registrar

CC to:

- o **Hon'ble President** - for kind information please
- o **Vice-President** - for kind information please
- o **Vice Chancellor** - for kind information please
- o **Deans & HoDs** - for information please
- o **New Admission Cell** - for information & compliance
- o **HoD (IT & Infra)** - for information & compliance
- o **Hospitality Manager** - for information & compliance
- o **ADMIN. Officer** - for information & compliance
- o **Mr. Mayank Dev** - for information & compliance
- o **Guard File** - for records



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CU/RO(03)/3005/2025/4393

Dated April 11, 2025

NOTICE : Campus Visit of Jain Muni Gupti Sagar Ji Maharaj

It is inform all the faculty and staff members of the university that **Right Reverend** (परम पुज्य) **Jain Muni Gupti Sagar Ji Maharaj** is coming to the COER University Campus tomorrow morning at **07:15 AM** to shower again his kind blessings on all of us.

All the faculty and staff members are required to assemble at the COER University Main Gate (**Gate No. 1**) ADM. Block, so as to welcome the **Jain Muni** along with his disciples and other delegates to the university campus.

Registrar

CC to:

- | | |
|-------------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Executive Director | - for kind information please |
| o Vice-Chancellor | - for kind information please |
| o All Deans & HoDs | - for information please |
| o All Principal (Medical) | - for information please |
| o All Faculty & Staff Members | - for information & compliance please |
| o Guard File | - for records |



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CU/RO(03)/3005/2025/4394

Dated April 11, 2025

NOTICE : Meeting with Vice-Chancellor

It is to inform all the faculty members of all the courses run under the aegis of the university that in lieu of the upcoming new academic session i.e. Academic Session **2025-26**, a meeting has been called in the **Vardhman Auditorium** tomorrow evening i.e. **Saturday, April 12, 2025** at **03:30 PM** to discuss the academics course of action and planning for the upcoming academic session i.e. A.S **2025-26**.

All the Deans/ HoDs and faculty members are required to reach the venue i.e. **Vardhman Auditorium** 05 minutes prior to the scheduled time and occupy your seats.

Registrar

CC to:

- | | |
|---------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Executive Director | - for kind information please |
| o Vice-Chancellor | - for kind information please |
| o All Deans & HoDs | - for information please |
| o All Principal (Medical) | - for information please |
| o All Faculty Members | - for information & compliance please |
| o Guard File | - for records |



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Dated April 11, 2025

CU/RO(03)/3005/2025/4395

NOTICE : Meeting with Registrar

It is to inform all the employees of the university who had been assigned duties during the **Guru Samman 2025** event that a meeting has been called in the **Office of the Registrar** tomorrow morning i.e. **Saturday, April 12, 2025** at **09:30 AM** to discuss the planning and course of action of the upcoming teacher felicitation event.

All the designated employees are required to reach the Office of the Registrar **05 minutes** prior to the scheduled time.

Registrar

CC to:

- | | |
|-------------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Executive Director | - for kind information please |
| o Vice-Chancellor | - for kind information please |
| o All Deans & HoDs | - for information please |
| o All Principal (Medical) | - for information please |
| o All Faculty & Staff Members | - for information & compliance please |
| o Guard File | - for records |



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
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CU/RO(03)/3005/2025/4396

Dated April 12, 2025

NOTICE : Lecture by Jain Muni Gupti Sagar Ji Maharaj

It is inform all the faculty and staff members of the university that **Right Reverend** (परम पुज्य) **Jain Muni Gupti Sagar Ji Maharaj** will be delivering a Motivational Lecture and shower his blessings on all of us.

All the faculty and staff members are required to gather in **Vardhman Auditorium** today i.e. **Saturday, April 12, 2025** from **02:00 PM** onwards and are advised to occupy their seats 05 minutes prior to the schedule lecture time.

Registrar

CC to:

- | | |
|-------------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Executive Director | - for kind information please |
| o Vice-Chancellor | - for kind information please |
| o All Deans & HoDs | - for information please |
| o All Principal (Medical) | - for information please |
| o All Faculty & Staff Members | - for information & compliance please |
| o Guard File | - for records |



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CU/RO(03)/3005/2025/ 4406

Dated April 21, 2025

NOTICE : Summer Vacation 2025

All the members of the teaching fraternity of **COER University** are hereby informed that the **Summer Vacations** are being announced for the Academic Session **2024-25**. The employees may avail and enjoy the vacation period which is going to start from **May 25, 2025** and will be available up to **June 30, 2025** only. The faculty members may avail their summer vacations of **12 Days** starting from **May 25, 2025** to **June 30, 2025**. No vacations are allowed after **June 30, 2025**.

All the faculty members are hereby requested to go through the below-mentioned Terms & Conditions before availing the vacations:

Conditions to Avail the Vacations:

- o Faculty members (**New Joinee**) who had successfully completed the period of **01 Year** on **May 25, 2025**, will be liable to avail the vacation of the period of **12 days**.
- o Faculty members (**New Joinee**) who had completed more than **06 months** on **May 25, 2025**, are entitled to avail **10 days** summer vacation.
- o Faculty members who had completed less than **06 months** are entitled to avail **05 days** summer vacation.



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- o Only those faculty members are allowed to avail the summer vacations who had completed/ finished their tabulation work before going on the summer break, their course file, Board of Studies, Curriculum design, result declaration and they must be ready for the next semester in all aspects. The faculty members are also advised to attain a **No Objection Certificate (NoC)** from their concerned department before proceeding for the vacations
- o All signing authorities are also informed to check the status of pending work/ assignments before sanctioning the summer break. Faculties are instructed to complete all the pending work before going on the summer break. In case of pending work, the university has the right to call the concerned faculty back from the vacations and complete the pending work/ assignments. **NO COMPENSATORY LEAVE WILL BE PROVIDED TO ANY EMPLOYEE.**

Registrar

CC to:

- | | |
|---------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Executive Director | - for kind information please |
| o Vice-Chancellor | - for kind information please |
| o All Deans & HoDs | - for information please |
| o All Principal (Medical) | - for information please |
| o All Faculty Members | - for information & compliance please |
| o Guard File | - for records |



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Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(03)/3005/2025/ 44/6

Dated April 26, 2025

NOTICE : Student Registration in Indian Youth Red Cross Society

It is to inform all the students of **COER University** that if you wish to register yourself for providing societal care under the Indian Youth Red Cross Society, you are advised to contact either **Dr. Mamta F. Singh**, Principal, College of Pharmacy or **Dr. Vimal Kishor Sharma**, Assistant Professor, College of Ayurveda & Hospital, on or before **Thursday i.e. May 08, 2025**.

Registrar

CC to:

- | | |
|-------------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Executive Director | - for kind information please |
| o Vice-Chancellor | - for kind information please |
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| o All Faculty & Staff Members | - for information & compliance please |
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CU/RO(03)/3005/2025/4440

Dated May 07, 2025

NOTICE : Vice President's Birthday Celebration

All the employees of the **COER University** are hereby informed that the university is going to celebrate the **38th Birthday** of our Hon'ble Vice President Sir today i.e. **Wednesday, May 07, 2025** in the **Vardhman Auditorium**. All the employees are invited to attend the same as per the itinerary mentioned here as under:

The itinerary is mentioned here as under:

Date : Wednesday i.e. May 07, 2025
Time : 03:00 PM onwards
Venue : Vardhman Auditorium

All the above said employees are advised to occupy their respective seats 05 minutes prior to the scheduled celebrations. The celebrations will be concluded with **High Tea**, all the faculty and staff members are cordially invited for the function.

Lands

Registrar

CC to:

- | | |
|-------------------------------|---------------------------------------|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Executive Director | - for kind information please |
| o Vice-Chancellor | - for kind information please |
| o All Deans & HoDs | - for information please |
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CU/RO(03)/3005/2025/4441

Dated May 08, 2025

NOTICE : MoA Signing Ceremony with IIT Roorkee & Progress Report Presentation

We are happy to announce that the COER University, Roorkee is going to sign an Memorandum of Agreement (**MoA**) with Indian Institute of Technology (**IIT**) Roorkee today i.e. **May 08, 2025 @ 03:00 PM** onwards followed by presentation of the progress report of the university in the **Vardhman Auditorium**.

All the members of the teaching fraternity and subordinate staff members along with all the research scholars and all the members of Senior Administration {Director (**Admissions**), Joint Registrar (**HR**), Dy. Registrar (**Purchase**), and Head (**Accounts**)} are advised to occupy their respective seats **05 minutes** prior to the scheduled time. Attendance of all is **COMPULSORY** and **no relaxation of any sort will be considered**. If you are unable to attend the event, you are advised to take prior approval from the Vice-Chancellor.


Registrar

CC to:

- | | |
|----------------------------|--|
| o Hon'ble President | - for kind information please |
| o Vice-President | - for kind information please |
| o Executive Director | - for kind information please |
| o Vice-Chancellor | - for kind information please |
| o Director (Admissions) | - for kind information & compliance please |
| o Joint Registrar (HR) | - for kind information & compliance please |
| o Dy. Registrar (Purchase) | - for kind information & compliance please |
| o Head (Accounts) | - for kind information & compliance please |
| o All Deans & HoDs | - for information & compliance please |
| o All Principal (Medical) | - for information & compliance please |
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CU/RO(03)/3005/2025/ 4444

Dated May 08, 2025

NOTICE : Indiscipline Act (Loitering outside the campus)

This is to inform that a student of **First Year** namely **Mr. Vansh Yadav** S/o Shri Gulab Singh, student of **B.Sc. Nursing** residing in Room No. **124** in **Aklank Bhawan** had been found loitering outside the campus without informing the hostel supervisor and also, without submitting any gate pass at the university main gate. After several enquiries with the fellow students by the Warden, information had been gathered about the student. He returned back in the campus at 12:00 AM mid-night.

As it had already been notified by the university, the student had broken the rule of the university. After enquiries held by the Discipline Committee, the below-mentioned punishment is being levied upon the above-mentioned student:

- 1) It is being decided to levy a monetary fine of **₹10,000/- (Rupees Ten Thousand only)** on the student, which is to be submitted in the Accounts Office latest by **May 15, 2025**.

The last date for depositing the **Monetary Fine** in the university accounts office is **Thursday i.e. May 15, 2025**, failing which will result in debar from the end semester examinations.


Registrar

CC to:

- o **Hon'ble President** - for kind information please
- o **Vice-President** - for kind information please
- o **Vice Chancellor** - for kind information please
- o **Deans & HoDs** - for kind information please
- o **Chief Warden** - for information please
- o **Mr. Rakesh Negi** - for information and entry of monetary charges in ERP
- o **Accounts Officer** - for information and booking of monetary charges
- o **Hostel Supervisors** - for information and compliance please
- o **Guard File** - for records



Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

Dated May 12, 2025

CU/RO(03)/3005/2025/4447

NOTICE : Additional Responsibilities

The management is pleased to assign additional responsibilities to **Dr. Gunjan Agarwal**, Professor, Deptt. of Mechanical Engineering, College of Engineering, will also act as the **HoD**, Department of **AI & ML**, College of Smart Computing, with **Immediate Effect**.

These are the additional responsibilities and all the previous assigned teaching loads and duties will be performed by Dr. Gunjan Agarwal, as usual. The additional responsibilities are being assigned without any monetary benefits.

This order is applicable with **Immediate Effect**.

Registrar

CC to:

- | | | | |
|---|------------------------|---|---|
| o | Hon'ble President | - | for kind information please |
| o | Vice-President | - | for kind information please |
| o | Executive Director | - | for kind information please |
| o | Vice Chancellor | - | for kind information please |
| o | Dr. Gunjan Agarwal | - | for information and compliance please |
| o | CoSC - Faculty Members | - | for information and compliance please |
| o | Deptt. of HR | - | for recordkeeping in employee personal file |
| o | Guard File | - | for records |



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Post Box No. 27, 7th KM on Roorkee Haridwar Road, Vardhmanpuram,
Roorkee 247 667 (Uttarakhand) **INDIA**

CU/RO(3)/3005/2025/ 4454

Dated May 13, 2025

NOTICE : Full Day Working

In lieu of the ongoing End Semester Examinations for the Academic Session 2024-25, it is to inform all the members of the teaching fraternity and the subordinate staff members that the university will be working **FULL DAY** on the third saturday of the month i.e. **May 17, 2025**. All the employees are also informed that against the working of **May 17, 2025**, last **Saturday** i.e. **May 24, 2025** will be Holiday for all the employees.

All the employees who are engaged in examinations and evaluation related assignments are hereby directed to avail all their leaves only after the approval from the concerned competent authorities.

Staff of emergency services such as **Bhawan Supervisors, Medical Center, Security, Maintenance Department, Hospital Staff** and **Drivers** will perform duties as per the norms of the university.

Kaus
13/05/25
Registrar

CC to:

- | | | | |
|---|----------------------------|---|----------------------------------|
| o | Hon'ble President | - | for kind information please |
| o | Vice-President | - | for kind information please |
| o | Vice Chancellor | - | for kind information please |
| o | Deans & HoDs | - | for information please |
| o | All Faculty Members | - | for information please |
| o | All Notice Boards | - | for student's information please |
| o | Guard File | - | for records |