

## **APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY**

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KTU/PRO/1741/2022

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## CIRCULAR

Sub: Permission for Visitors Entry to the University - Guidelines to be followed - reg.

In light of the disturbing incidents that have happened in the APJ Abdul Kalam Technological University, following measures are implemented with immediate effect regarding the entry of visitors to the University Headquarters.

All visitors to the University for various requirements are required to obtain prior approval by placing their requests by email to pro@ktu.edu.in. or through the "Grievance Redressal Tickets" feature provided in the University portal.

Entry permission would be granted only on the production of such approvals obtained from the University.

Meetings with the Officers of the University will be permitted only between 3.30 pm and 5.00 pm.

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Dr.A. Praveen Registrar

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.