राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)
**Rajiv Gandhi Institute of Petroleum Technology**
(An Institution of National Importance established under an Act of Parliament)
Jais, Amethi- 229304, UP, India. Website: www.rgipt.ac.in

**Ref No.:** RGIPT/Jais/Academic/648/2023 28th June 2023

## NOTIFICATION

This is to inform all concerned that it has been observed that the students of various departments submit academic-related papers directly to the Office of Dean (Academic Affairs) without any comments/minutes from their departmental DUGC/DPGC.

The students are asked to submit an application with detailed information or/and proper documents to the department if they have any academic concerns. The DUGC/DPGC of the respective department will verify the fact and forward it with proper justification and documentation to the Office of Dean (Academic Affairs) for further necessary action.

The notification is issued with the due approval of the competent authority.

30/06/2023

**Assistant Dean (Academic Affairs)**

Copy to the following for information:

- All Deans
- All Heads of Departments
- In-Charge, Energy Institute-Bengaluru
- In-Charge, Assam Energy Institute-Sivasagar
- All Convener's DUGC/DPGC of Department
- The Secretary to the Director, RGIPT
- All Students Concerned

**Assistant Dean (Academic Affairs)**