



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra

SMVD University, Katra – 182 320(J&K)

Email: [registrar@smvdu.ac.in](mailto:registrar@smvdu.ac.in)

No. SMVDU/Adm/Estt.-FA/23/ 1408 - 13

Dated: 26<sup>th</sup> September, 2023

**OFFICE ORDER**

**Sub - "Regarding appointment of Head I/c, School of Languages & Literature, SMVDU".**

Pursuant to Statute 4A of the Chapter-17 "Heads of School of Studies" enshrined in the University Statutes and as approved by the Competent Authority, Dr. Anurag Kumar, Assistant Professor, School of Languages & Literature under Faculty of Humanities & Social Sciences is hereby appointed as Head I/c, School of Languages & Literature, SMVDU w.e.f. 06<sup>th</sup> October 2023 till further orders.

Dr. Isha Malhotra shall handover the charge of Head I/c, School of Languages & Literature, SMVDU along with all equipments, publications, records, files, furniture etc. to Dr. Anurag Kumar, with a copy to registry for records.

Dr. Anurag Kumar shall be responsible for all the academic and administrative affairs of School of Languages & Literature and shall ensure its smooth functioning and shall report to Dean, Faculty of Humanities & Social Sciences for all his duties and responsibilities as Head, School of Languages & Literature.

The services of Dr. Isha Malhotra rendered as Head I/c, School of Languages & Literature, SMVDU are appreciated.

This issues with the kind approval of the Competent Authority.

  
26/09/23  
Registrar  
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**Copy to: -**

1. All Deans/Heads/Section Heads, for information.
2. Dr. Isha Malhotra, Assistant Professor, SoL&L, for information & compliance.
3. Dr. Anurag Kumar, Assistant Professor, SoL&L, for information & compliance.
4. Finance Officer, for information.
5. AR (VC Sect.), for kind information of the Hon'ble Vice-Chancellor.
6. Faculty I/c Website, for information and uploading the same on University Website.
7. Office Order / Circular file.
8. Personal file of the concerned.