



Directives to respond towards the requests  
for suggestions & comments

GSFC University  
**Circular**  
Circular No.5349  
31<sup>st</sup> December, 2021

**Preamble:**

With a view to fulfill the commitment towards the holistic development of GSFCU students, GSFC University Management is always insisting faculty to acquire more knowledge to enable them to impart the same to the students, as the knowledge helps when the teacher arrives at the final stage of learning new information. You will appreciate that the process of teaching-learning aims at the transmission of knowledge, imparting skills and formation of attitudes, values and behavior.

In order to impart the knowledge amongst teaching and non-teaching personnel, GSFC University is frequently circulating, the latest information received / prepared in the form of manual / presentation / report etc for its update, and requesting all to come forward with the valuable suggestions and their views to modify and update the same for its betterment. It has been observed that many of such requests are not responded, rather completely ignored by majority of the staff, both teaching / non-teaching.

Recently, a draft on Fire & Safety Manual was circulated among all the teaching & non-teaching staff, but majority of them did not read and respond with their suggestions.

**Instruction:**

It is hereby advised that whenever you receive such requests seeking suggestions / views / comments through the email or any kind of communications, the matter should be responded by all individual without fail. In case of nothing to suggest on such issue, you may respond as "No Comment" to enable the sender to ascertain the receipt of such request by the concerned. However, your comments will help the University to come out with comprehensive and qualitative content. Hence, it is decided by the University Management to incorporate the same in the Performance Evaluation System of teaching and non-teaching staff.

This will come into force with immediate effect.

  
Provost 31-12-21  
GSFC University

To : All Teaching / Non-Teaching staff – GSFC University

cc : President Office, GSFC University – For kind information please.  
: Provost Office, GSFC University  
: Director (Adm) & Registrar Office, GSFC University  
: Director Campus & Dy Director (Adm), GSFC University  
: Dean / Asso Deans – GSFC University  
: Finance Divn / Exam Divn / HR Divn / IT Divn - GSFC University  
: Select File – Assistant Registrar (Academic)