BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
LUCKNOW
प्रज्ञा शील करुणा
ESTABLISHED 1996

बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)
विद्या विहार, रायबरेली रोड, लखनऊ-226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)
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Letter No EST/5697-L /BBAU/2026 Date: 21-07-2026

NOTIFICATION

For smooth functioning of administrative & academic activities, submission of suggestion/concern for the betterment/development of the University or on any personal matter, following schedule is hereby notified for the information of all the Stakeholders of the University:

1. **Scheduling of Official Meetings:** To facilitate un-interrupted academic activities and effective classroom engagement, all official meetings may, as far as possible, be scheduled after 03:00 PM on working days.
2. **Submission of Institutional Concerns and Suggestions:** Any faculty member or staff member wishing to bring an official matter, concern, suggestion, or proposal to the notice of the Vice-Chancellor, may kindly submit the same through the Google Form by clicking the Google Link or scanning the QR Code mentioned below, indicating the issue briefly and the expected support or intervention.
3. **Meeting Hours with the Hon'ble Vice-Chancellor:** with a view to ensure systematic and efficient interaction, following meeting hours have been earmarked:
   (A) **Official Matters: 03:00 PM – 05:00 PM (on all working days)** for Deans, Directors, Officers, Chairpersons of the Committee, Head/Coordinator of the Departments, and Faculty Members regarding official matters.
   (B) **Personal Matters: 05:00 PM – 06:00 PM (on all working days)** for any individual seeking a discussion on personal matters.

Appointment for both the categories may kindly be sought through Google Form by clicking the Google Link or scanning the QR Code mentioned below. No personal visit or telephone call is required to obtain the appointment. The Vice-Chancellor Secretariat shall coordinate and communicate the schedule accordingly.

All are requested to extend their cooperation in ensuring the smooth academic and administrative functioning of the University.

This is issued under the orders of the Competent Authority.

Google Link : - **https://forms.gle/1LnrzsLj5pAEgKqF7**

Registrar

Copy to:

1. SO to VCS, BBAU, Lucknow.
2. PS to Registrar, BBAU, Lucknow.
3. In-charge University website.

Prof. In-charge (Estt.)