

CIRCULARS, NOTICES AND
ANNOUNCEMENTS



SAI NATH UNIVERSITY

Established by Jharkhand Govt. Act No. 15 of 2012 & Recognized as Per Section 2(f) of UGC Act. 1956

Campus :- Jirawar, Chandway - Kuchu Road, Ormanjhi, Ranchi, Jharkhand

Contact No. : 7461073943, 7004836620 9050565535

E-mail: info@sainathuniversity.com, sainathuniversity@gmail.com

Website : www.sainathuniversity.com

Ref. No.: SNU/R/250825/003

Dtd. 25th August, 2025

NOTICE

Subject: Revised Official Hours for Admin Block Officials & Staff Till Further Order

Keeping in view of the ongoing Admission Process for the newly admitted students at the University, all the Officials and their Staff of the below mentioned Offices designated at the Administrative Block of the University are hereby informed to maintain their presence during the University Timing by marking respective "Biometric Attendance" in the Morning (between 09:10 AM to 09:30 AM) and in the Evening (after 06:00 PM onwards as per University's needs) **daily on all the Working Days** mandatorily till further order. These departments are namely:

- 1- Front Office
- 2- Admission Cell
- 3- Accounts Department
- 4- Office of the PA to Vice-Chancellor
- 5- Registrar Office
- 6- Addl./Joint/Asst. Registrar Offices & Their Associate Staff
- 7- Controller of Examinations Office
- 8- Examinations Department

The revised Official Hours for the aforementioned departments are being implemented for seamlessly & properly performing all the Administrative Tasks pertaining to Admission Process for the newly admitted students going on at the Admin Block of the University. All concerned are required to assist and cooperate efficiently as per needs accordingly to the staff involved in the Admission Process for the newly admitted students as well.

For strict compliance by one & all concerned,

By order of Hon'ble Vice-Chancellor


25/08/2025
Registrar

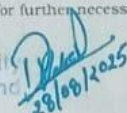
Sai Nath University, Ranchi

Registrar
Sai Nath University
Ranchi, Jharkhand

Copy to:

- 1- P.A. to Hon'ble Vice-Chancellor for kind information please
- 2- Dean Academics
- 3- Addl./Joint/Asst. Registrar Offices & Their Associate Staff - for further necessary action
- 4- Controller of Examinations - for further necessary action
- 5- Examinations Department - for further necessary action
- 6- Admission Cell - for further necessary action
- 7- All concerned Heads - for further necessary action
- 8- Hostel Wardens (Girls Hostels & Boys Hostels) - for information to concerned hostels residents staff
- 9- Accounts Department - for further necessary action
- 10- University WhatsApp Group
- 11- Asst. Administrative Officer (Mr. Rajnish)-for information to all the concerned staff
- 12- Dr. Jitendra Kumar, Asst. Registrar - for further necessary action
- 13- Master File

Registrar
Sai Nath University
Ranchi, Jharkhand


28/08/2025


25/08/2025
Registrar
Sai Nath University
Ranchi, Jharkhand
Registrar
Sai Nath University, Ranchi



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E-mail: info@sainathuniversity.com, sainathuniversity@gmail.com

Website : www.sainathuniversity.com

Ref. No.: SNU/R/190825/003

Dtd. 19th August, 2025

NOTICE

**Subject: Room Shifting Timing (Boys Hostels) for the Academic Session 2025-2026
(Existing Batches & Fresh Batches)**

All the Hostels Resident Students (Boys Hostels) Sai Nath University, Ranchi are hereby informed that the Room Shifting Timing (for Existing Batches and Fresh Batches) for the Academic Session 2025-2026 shall be between **10:30 AM to 04:30 PM (Monday to Saturday)** only. All the needy Boys Students (either Existing Batches or Fresh Batches) shall be required to contact **Mr. Ainul Haque, Chief Warden - Boys Hostels (Mobile Number 7061831948)** between the above mentioned duration for further necessary process properly.

For strict compliance,

By order of Hon'ble Vice-Chancellor


19/08/25
Registrar

Sai Nath University, Ranchi
Sai Nath University
Ranchi, Jharkhand

Copy to:

- 1- P.A. to Hon'ble Vice-Chancellor for kind information please
- 2- Additional Registrar
- 3- Dean Academics
- 4- Chief Warden/Wardens (Boys Hostels) - for information to concerned Resident Students
- 5- All the Deans/Principals/Director/HODs/CoE - for circulation in their departments
- 6- Accounts Dept. - for further necessary process
- 7- Mr. Rajnish Roshan, Asst. Administrative Officer - for further necessary action
- 8- University WhatsApp Group
- 9- All the Notice Boards
- 10- Master File


19/08/25
Registrar

Sai Nath University, Ranchi
Registrar
Sai Nath University
Ranchi, Jharkhand



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Website : www.sainathuniversity.com

Ref. No.: SNU/R/190825/002

Dtd. 19th August, 2025

NOTICE

**Subject: Room Shifting Timing (Girls Hostels) for the Academic Session 2025-2026
(Existing Batches & Fresh Batches)**

All the Hostels Resident Students (Girls Hostels) Sai Nath University, Ranchi are hereby informed that the Room Shifting Timing (for Existing Batches and Fresh Batches) for the Academic Session 2025-2026 shall be between **10:30 AM to 04:30 PM (Monday to Saturday)** only. All the needy Girl Students (either Existing Batches or Fresh Batches) shall be required to contact **Ms. Reema Singh, Chief Warden - Girls Hostels (Mobile Number 6287090505)** between the above mentioned duration for further necessary process properly.

For strict compliance,


By order of Hon'ble Vice-Chancellor


19/08/25
Registrar

Sai Nath University, Ranchi
Registrar
Sai Nath University
Ranchi, Jharkhand

Copy to:

- 1- P.A. to Hon'ble Vice-Chancellor for kind information please
- 2- Additional Registrar
- 3- Dean Academics
- 4- Chief Warden/Wardens (Girls Hostels) - for information to concerned Resident Students
- 5- All the Deans/Principals/Director/HODs/CoE - for circulation in their departments
- 6- Accounts Dept. - for further necessary process
- 7- Mr. Rajnish Roshan, Asst. Administrative Officer - for further necessary action
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19/08/25
Registrar
Sai Nath University, Ranchi



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Website : www.sainathuniversity.com

Ref. No.: SNU/R/140825/002

Dtd. 14th August, 2025

NOTICE

Subject : Holiday on 16th August, 2025 (Saturday) "Sri Krishna Janmashtami" Festival

All the Faculty Members, Administrative Officers, Staff and Students of Sai Nath University, Ranchi are hereby informed that the University will remain closed on **16th August, 2025 (Saturday)** on the holy occasion of "**Sri Krishna Janmashtami**" Festival.

However, employees deputed on building construction & maintenance, security and other emergent services will perform their respective duties as usual.

The University will resume its functioning as usual from 18th August, 2025 (Monday) onwards.

For strict compliance by one & all,

By the order of the Hon'ble Vice-Chancellor


14/08/2025
Registrar

Sai Nath University, Ranchi

Copy to:

- 1- P.A. to Hon'ble Vice-Chancellor for kind information please
- 2- Additional Registrar
- 3- Dean Academics
- 4- All the Deans/HODs/Principals/Directors/CoE/Administrative Officers - for circulation in their departments
- 5- Hostel Wardens (Boys/Girls) - for information to all concerned hostels residents
- 6- Dr. Jitendra Kumar, Asst. Registrar - for further necessary action
- 7- Mr. Rajnish Roshan, Asst. Administrative Officer - for information to all concerned staff
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14/08/2025
Registrar

Sai Nath University, Ranchi



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Contact No. 0651-2902849, E-mail : sainathuniversity@gmail.com, Website : www.sainathuniversity.com

Ref. No.: SNU/AR/080825/001

Dtd. 08th August, 2025

NOTICE

Subject : Holiday on 09th August, 2025 (Saturday) "Rakshabandhan" Festival

All the Faculty Members, Administrative Officers, Staff, Students and Grade IV Employees of Sai Nath University, Ranchi are hereby informed that the University will remain closed on **09th August, 2025 (Saturday)** on the holy occasion of "**Rakshabandhan**" Festival.

However, employees deputed on building construction & maintenance, security and other emergent services will perform their respective duties as usual.

The University will resume its functioning as usual from 11th August, 2025 (Monday) onwards.

For strict compliance by one & all,

By the order of the Hon'ble Vice-Chancellor

**Assistant Registrar
Sai Nath University, Ranchi**

Copy to:

- 1- P.A. to Hon'ble Vice-Chancellor for kind information please
- 2- Registrar
- 3- Additional Registrar
- 4- Dean Academics
- 5- All the Deans/HODs/Principals/Directors/CoE/Administrative Officers - for circulation in their departments
- 6- Hostel Wardens (Boys/Girls) - for information to all concerned hostels residents
- 7- Dr. Jitendra Kumar, Asst. Registrar - for further necessary action
- 8- Mr. Rajnish Roshan, Asst. Administrative Officer - for information to all concerned staff
- 9- University WhatsApp Group
- 10- All the Notice Boards
- 11- Master File

**Assistant Registrar
Sai Nath University, Ranchi**



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Website : www.sainathuniversity.com

Ref. No.: SNU/R/060825/ 003

Dtd. 06th August, 2025

NOTICE

Subject: Fresh Batches Students To Submit University Fee (Semester Fee and Boys/ Girls Hostels Fee (If Applicable)) upto 30th August, 2025 (Saturday) Positively

All the Fresh Batches Students admitted in all the courses for the Academic Session 2025-2026 are hereby informed to submit their respective University Fee (Semester Fee and Boys/Girls Hostels Fee (if applicable)) upto 30th August, 2025 (Saturday) positively at the **Fee Counter of the University**.

It is mandatory to understand by all the students that timely submission of the required Fee (Semester Fee and Hostel Fee) facilitates the seamless functioning of the University properly in all respects.

In this context, all the **HODs** as well the **Class Advisors** of all the **departments** are hereby instructed to collect necessary details (namely, Student's Name, Father's Name, Mobile Number, admitted Course name etc.) of all their respective Fresh Batches Students immediately from **Shri Sonu Karmali, Office Executive**. Further, all the **HODs** as well the **Class Advisors** of all the **departments** are also hereby instructed to ensure from the **Accounts Dept.** that all their respective Fresh Batches Students are submitting the required University Fee (Semester Fee and Boys/Girls Hostels Fee (if applicable)) within the designated Date of Fee Submission (**upto 30th August, 2025**) at the **Fee Counter of the University**.

Moreover, it is also informed to all the Fresh Batches Students that if they do not submit their required Fee upto 30th August, 2025 (Saturday) at the Fee Counter of the University due to whatever reasons, in such conditions, after the Due Date, i.e. **from 01st September, 2025 (Monday) onwards**, the Late Fee **Rs. 25/- Per Day** will be charged along with the applicable Semester Fee for the Course and the Hostel Fee (if availing it) compulsorily.

For strict compliance by one & all,

By order of Hon'ble Vice-Chancellor

Registrar

Sai Nath University, Ranchi

Registrar

Sai Nath University

Ranchi, Jharkhand

Copy to:

- 1- P.A. to Hon'ble Vice-Chancellor for kind information please
- 2- Additional Registrar
- 3- Dean Academics
- 4- All the Deans/Principals/Directors/HODs/CoE - for further necessary action
- 5- Hostels Wardens (Boys/Girls Hostels) - for information to concerned resident students
- 6- Class Advisors - for further necessary action
- 7- Shri Sonu Karmali, Office Executive - for providing necessary details of Fresh Batches Students
- 8- Accounts Department - for further necessary action
- 9- University WhatsApp Group
- 10- All the Notice Boards
- 11- Master File

Registrar

Sai Nath University, Ranchi

Sai Nath University, Ranchi

Ranchi, Jharkhand



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Website : www.sainathuniversity.com

Ref. No.: SNU/R/290725/003

Dtd. 29th July, 2025

NOTICE

SUBJECT- ACADEMIC MANAGEMENT COMMITTEE (AMC)

In view of the need for timely and effective decisions making related to academics, operations and institutional priorities, the Sai Nath University, Ranchi is pleased to constitute an **Academic Management Committee** empowered to take on the spot decisions related to following concerns, namely:

- 1- Academic Work and Curriculum execution
- 2- Class Rooms and Teaching Schedules
- 3- Departmental Programs and Coordination
- 4- Students Discipline and Conduct
- 5- Implementation of Holistic Institutional Goals
- 6- Any on the spot expenses related to students, dept. etc.

Academic Management Committee shall ensure effective delivery of any kind of academics related grievances and facilitate the smooth coordination between administrative and operational functions that support academic and institutional goals.

All the departments and faculty members are hereby instructed to extend their full cooperation to the **Academic Management Committee** and report any urgent academic or administrative concerns directly to the committee for resolution.

Constitution of the Academic Management Committee:

S.No.	Name	Designation	Role in AMC
1.	Dr. Bhagyashree Singh	Dean Academics	Chairperson
2.	Mrs. Ankita Singh	Vice-Principal, FMSR, Dept. of Pharmacy	Co-Chairperson
3.	Dr. Ahsan Rabbani	Principal, Diploma Engineering	Convener
4.	Dr. Manish Majumdar	Principal, School of Pharmacy	Co-Convener
5.	Mr. Snehil Raj	H.O.D., FLSR	Member
6.	Mr. Ainul Haque	H.O.D., Dept. of Mechanical Engg.	Member
7.	Dr. Santosh Kumar	Assistant Professor, Dept. of Education	Member
8.	Ms. Reema Singh	Asst. Professor, Dept. of Education & Girls Hostel Warden	Member
9.	Mr. Munesh Kumar	H.O.D, Dept. of Education	Member
10.	Mrs. Manju Singh	Asst. Professor, Dept. of Physical Education	Member
9.	Mr. Aditya Chaturvedi	System Administrator, I.T. Cell	Member
10.	Mr. Rajnish Roshan	Asst. Administrative Officer	Member
11.	Mr. Sonu Kumar	P.A. to Hon'ble Vice-Chancellor	Member

By the order of the Hon'ble Vice-Chancellor

Dated
29/07/2025
Registrar
Sai Nath University, Ranchi

Copy to:

- 1- P.A. to Hon'ble Vice-Chancellor for kind information please
- 2- Additional Registrar
- 3- Dean Academics - for further necessary action
- 4- All the Deans/HODs/Principals/Directors/CoE - for circulation in their departments
- 5- Mr. Rajnish Roshan (Asst. Administrative Officer) - for further necessary action
- 6- All concerned members, Academic Management Committee - for further necessary action
- 7- University WhatsApp Group
- 8- Master File

Dated
29/07/2025
Registrar
Sai Nath University
Ranchi, Jharkhand

Registrar
Sai Nath University, Ranchi



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Website : www.sainathuniversity.com

Ref. No.: SNU/R/200625/CO2

Dtd. 20th June, 2025

NOTICE

Subject: To Join for Celebrating the "International Yoga Day" on 21st June, 2025

This is to inform all the administrative officers, faculty members, staff and the students that on the occasion of the "International Yoga Day", the **Department of Physical Education** is organizing a **Yoga Program** on **21st June, 2025 (Saturday) from 7:00 AM to 8:00 AM** in the **Multipurpose Hall** of the University campus. During this hour, the Yoga Instructor of the Dept. of Physical Education will show and guide the participants to learn and form few Yoga Postures that would be beneficial for being healthy and maintaining the hygienic life.

For making all the events fruitful and amusing for everyone, University is hereby requiring those administrative officers, faculty members and staff, who are not engaged in any examination duty, other important official tasks etc. **during 02:30 PM to 03:15 PM**, to reach at the **Multipurpose Hall** on time to attend the pre-scheduled program on this occasion to make the program more enthusiastic & remarkable in the privileged presence of our Hon'ble Vice-Chancellor.

Note: The participants (specifically during the morning session) should be in proper Yoga Dress. provided and also bring Yoga Mat with them,.


20/06/2025

Registrar

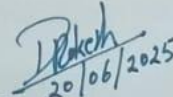
Sai Nath University, Ranchi

Registrar

Sai Nath University
Ranchi, Jharkhand

Copy to:

- 1- P.A. to Hon'ble Vice-Chancellor for kind information please
- 2- Additional Registrar
- 3- Dean Academics
- 4- Dean - Faculty of Humanities & Social Science - for further necessary action
- 5- Director, Sports - for further necessary action
- 6- HOD, Dept. of Physical Education - for further necessary action
- 7- All the Deans/HODs/Principals/Directors/CoE - for circulation in their departments
- 8- Hostel Wardens (Boys/Girls) - for information to concerned hostels residents
- 9- Asst. Administrative Officer (Mr. Rajnish) - for information to all concerned staff
- 10- University WhatsApp Group
- 11- All the Notice Boards
- 12- Mr. Sonu and Mr. Santosh for Photographs and Press release
- 13- Master File


20/06/2025

Registrar

Sai Nath University
Ranchi, Jharkhand
Sai Nath University, Ranchi



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Contact No. 0651-2902849, E-mail : sainathuniversity@gmail.com, Website : www.sainathuniversity.com

Ref.No.: SNU/R/140625/002

Date: June 14, 2025

Notice

Submission of Even Semester Examination Solutions, June 2025 & Class Routine

This notice serves as a final and urgent reminder regarding the submission of solutions for the Even Semester Examination, June 2025.

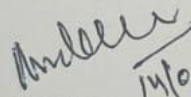
It has been observed that several faculty members have still not submitted the required solutions. This is the **last opportunity** to comply.

All concerned faculty members are **hereby strictly instructed to submit the solutions of the question papers, including proper step marking, to the Office of the Registrar positively within three days, i.e., on or before 17 June, 2025, without fail preferably online (registrarsnu2012@gmail.com) and take receiving from Registrar Office.**

Directive for Heads of Departments (HODs):

All concerned Department HODs are also directed to submit the Class Routine with paper wise faculty names for the courses of the Even Semester immediately.

Failure to comply with this directive will result in the withholding of salary.

for 
Registrar 14/06/2025

Registrar
Sai Nath University
Ranchi, Jharkhand
Sai Nath University, Ranchi

Copy to:

1. Dr. Nikita Thakur, COE – for kind information
2. All faculty members of the University – for compliance
3. Master File