



COEP Technological University

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No. COEP TECH/VC OFF/OR_MOM_Timely_Submission/2026/912

Date: 21 October 2026

OFFICE ORDER

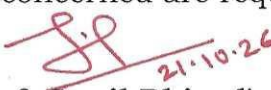
Subject: Timely Submission of Minutes of Committee Meetings

It has been observed that Minutes of Meetings of various Committees are not always submitted within the stipulated time.

As per the established practice, the Secretary/Member Secretary of the respective Committee shall prepare, finalize and submit the Minutes of the Meeting within seven (7) days from the date of the meeting. The Minutes shall be prepared in the prescribed official format, **without the use of AI/ChatGPT-generated formatting or presentation styles.**

All Secretaries/Member Secretaries are, therefore, hereby instructed to ensure strict compliance with the above timeline. In case of failure to submit the Minutes within the stipulated period, the concerned Secretary/Member Secretary shall be held responsible for the delay.

All concerned are requested to take due note and ensure timely compliance.


(Prof. Sunil Bhirud)
Vice Chancellor

cc:-

Concerned Members, Registrar, Director(s), Dean(s), HoD(s), FAO, T& P Office, Vice President (Gymkhana), Coordinator (Central Computing and Networking Centre), Phd Coordinator, Establishment Section for 'p' filing, Accounts Section, Student Section, Hostel, Library, Gymkhana, Helpdesk (for uploading on University's website).