

**Swargiya Dadasaheb Kalmegh Smruti Dental College & Hospital**  
**Wanadongri Road, Hingna Dist-Nagpur-441110**

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Date: 28.11.2020

**C I R C U L A R – 1440**

**(Amendment to Circular No. 1354)**

ATTENTION: ALL PG'S

In continuation to our Circular No. 1416 & 1354 this is to inform all the PG's that for any type of issues they will apply to the dean through their PG guide and their HOD only. Recommendation of the PG guide and the HOD is must.

If the issue is not resolved for more than 7 days, at the level of departments, Hostel, Material Management, Hospital, Medical related or otherwise send mail through the PG guide and the HOD to.

Sanjay Thakur : [thakur.pg@sdk-dentalcollege.edu.in](mailto:thakur.pg@sdk-dentalcollege.edu.in)

If still the issue is pending till the 15<sup>th</sup> day then reminder mail to be send to

Sanjay Thakur : [thakur.pg@sdk-dentalcollege.edu.in](mailto:thakur.pg@sdk-dentalcollege.edu.in)

Dean : [dean@sdk-dentalcollege.edu.in](mailto:dean@sdk-dentalcollege.edu.in)

If issue is pending till 21<sup>st</sup> day, hardcopy of the same to be forwarded to the Dean at the reception counter with the recommendation of the PG Guide and the HOD.

If the issue is still not resolved till 25<sup>th</sup> day, they can seek and appointment with the dean at the reception for meeting personally. Dean to grant appointment to the student by giving proper timings.

If still the issue is not resolved till the 30<sup>th</sup> day then they can send mail to

: [president@sdk-dentalcollege.edu.in](mailto:president@sdk-dentalcollege.edu.in)

However in case of emergency they can send whatsapp to the dean on 8484938931

The reason of emergency is to be mentioned clearly. If the emergency is not justified action will be taken.

Henceforth any mail sent directly to the Dean no cognisance of the matter will be taken and serious disciplinary action will be taken this may be noted.

**For Swargiya Dadasaheb Kalmegh Smruti Dental College & Hospital**

Dean  
  
**DEAN**  
Swargiya Dadasaheb Kalmegh Smruti  
Dental College & Hospital