



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

F.No. 55-71/2019-A&A/ 529

10.08.2022

Circular No. 12/AA-2022-23

The university has always encouraged different Centres/Schools/Departments to organize and celebrate various events of curricular and extra-curricular nature or events as notified by the Ministry of Education, UGC from time to time. However, it has been observed that at times the organizers don't take requisite measures to ensure that the event gets its due publicity and proper audience. Further, such attitudes lead to documentation vacuum, something which is extremely important in accreditation and ranking purposes. All employees of the university, therefore, are herewith instructed to ensure that the following actions before and after the event are undertaken without fail.

1. The fliers/posters etc. of the events to be organized are to be posted on university's social media handles with the help of PRO, ICT Team. Further, the students/faculty members of the organizing Centre/School/ Department concerned should be encouraged to give wide electronic publicity to the event being organized.
2. The Organizing Committee should actively collaborate with the Office of PRO and ICT Team to ensure that event is duly covered in social media and carried in newspapers, e-papers, electronic media and other channels of formal and informal communication respectively.
3. A report of the event, in respect of (1) and (2) above including a writeup of the event with relevant photographs should be submitted to the office of IQAC Director and that of the Registrar within 05 days from the date of the event.

Please note that the bills of the expenditure incurred on the event will not be settled by the Finance Dept. unless the above standard operating procedures have been complied with.

These instructions are issued with the approval of competent authority.

Registrar (Offg.)

For the Attention of (By E-mail):

1. All Teaching and Non-Teaching Staffs
2. Deans Office (Sector-29 & 30 Campus)
3. Finance Officer (Offg.)
4. F&A Dept.
5. ICT Dept. – (For uploading it on University website)
6. VC Secretariat
7. Circular File
8. Guard File

सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website: www.cug.ac.in