



Dr.Shakeel Ahmad  
Registrar

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11.11.2016

**CIRCULAR**

All the Heads of the Departments and Sections are hereby informed that henceforth the request for conduct of any programme/ functions/ events shall be forwarded to the Office of the Vice Chancellor for obtaining approval and allotment of CPDUMT /DDE Auditorium/Central Library, etc. After approval the copy will be sent to the Public Relation Department and PRD will coordinate with the concerned sections, Proctor office, DSW, Director IMC, Estate Section, OSD (Engineering), etc. Public Relation Department shall maintain records of events/ programmes organized in the University and a monthly report be furnished to the Vice Chancellor.

Further, for conduct of any programme in any auditorium, arrangements related to light, Sound System / Air Conditioner, etc contact OSD (Engineering).

  
Registrar

To

All the Head of the Departments and Sections

Copy to:

1. P.S to the Vice Chancellor
2. Public Relation Officer, Public Relation Department
3. Engineering Section
4. Concerned file
5. CIT for placing on Website