

Ref. No.: CUJ/SHSS/G20/02/1194

Date: 03rd March, 2023

कार्यालय आदेश / Office Order

1. With reference to the CUJ Notice No. CUJ/1190 dated 02.03.2023, the following arrangements shall be made by respective sections for a special lecture in connection with **G20 University Connect – Engaging Young Minds** to be held on 06.03.2023 at Auditorium Brambe Campus :-

- The EE (I/c) shall ensure uninterrupted power supply during the course of the Program.
- The Estate Officer (I/c) shall make the due arrangement in the Auditorium at Brambe Campus.
- Department of Mass Communication shall ensure the photography & videography.
- The Transport in-charge shall arrange bus service from Manatu Campus to Brambe Campus at 8.45 AM (On March 06, 2023) and back, after the program.
- The Technical Cell (I/c) shall arrange video recording and live telecast of the program as per the direction of RIS; and also through Website, for wider publicity.
- The Guest House (I/c) shall facilitate the arrangement for hosting the Guest Speaker before & after the program.
- The security officer shall ensure necessary security arrangement for the program.
- The Sports Complex shall be made available for arranging the lunch after the program through Estate Section.

2. This is issued with the approval of competent authority.

Ujjawal Kumar
03/03/2023

[ले. कमां. उज्जवल कुमार (से.नि.)]

[Lt Cdr Ujjawal Kumar (Retd.)]

उप कुलसचिव-II

Deputy Registrar – II

Copy for information and necessary action to:

- All Deans of Schools
- The Controller of Examinations/ The Librarian
- Dean, Academic Affairs/ Dean, R&D Cell/ Director, IQAC
- OSD/ Consultant (Academic Administration)
- All Heads/ Coordinators of the Departments
- CVO/ DSW/ Chairman, Proctorial Board/ Coordinator (Admission Cell)
- Transport I/c / Purchase I/c / EE I/c / I/c Health Centre
- All DRs/ PRO/ RTI Cell/ AD (OL)/ ARs / Section Officer
- All Department, Sections & Cells
- Technical Cell for uploading on University Website
- PS to Vice Chancellor/ PS to Registrar/ PS to Finance Officer
- Notice Board/ Guard File