



UNIVERSITY OF HYDERABAD

Registrar's Office, Security Department,

PO Central University Campus, Hyderabad – 500 046, Ph.040-23132424

No. UH/Security/2024/465

Dt: 26.08.2024

CIRCULAR

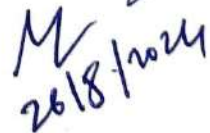
This is to remind everyone of the importance of obtaining prior permission from the competent authority before organizing any events or programs on our campus. To ensure smooth and secure management of all activities, please adhere to the following guidelines:

1. **Obtain Prior Permission:** All events or programs must receive prior approval from the designated competent authority before they are organized. This includes, but is not limited to, academic seminars, workshops, social gatherings, alumni meetings and other activities.
2. **Inform the Security Department:** Please provide detailed information to the Security Department well in advance, including:
 - o **Event Details:** Nature of the event, date, time, and venue.
 - o **Speakers and Guests:** Names and affiliations of speakers, guests, or any other significant individuals.
 - o **Utilities and Equipment:** Information on any utilities required, such as sound systems, projectors, or other equipment.
3. **Avoid Last-Minute Notifications:** To ensure proper preparation and security arrangements, submit all event details and requests as early as possible. This will help us address any logistical or security concerns effectively. Please note that last minute requests will be strictly declined.
4. **Notify About Visitors:** If you expect any visitors or external individuals to come to the campus, ensure they receive prior approval and inform the Security Department. This will help us facilitate a smooth and organized visit.

By following these procedures, we can ensure that all events and visits are conducted smoothly and safely, contributing to a well-managed and secure campus environment.

Thank you for your cooperation and attention to these important matters.


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26/8/2024