



UNIVERSITY OF HYDERABAD

Registrar's Office, Security Department,

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

No. UH/Security/2024/ 469

Dt: 04.09.2024

CIRCULAR

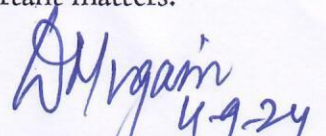
Sub:- Reminder for Students: Event and Program Guidelines

In partial modification to the Circular no. No. UH/Security/2024/465, Dt:26.08.2024 issued for the students only, this is to remind student community 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. This includes social gatherings, alumni meetings, and other activities.
2. **Inform the Security Department:** Provide detailed information 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 other significant individuals.
 - o **Utilities and Equipment:** Information on any required utilities, such as sound systems, projectors, or other equipment.
3. **Avoid Last-Minute Notifications:** Submit all event details and requests as early as possible to ensure proper preparation and security arrangements. Last-minute requests will be strictly declined.
4. **Notify About Visitors:** Ensure any expected visitors or external individuals receive prior approval and inform the Security Department to 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 student community cooperation and attention to these important matters.


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