



OFFICE OF THE REGISTRAR
UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

No: USTM/Reg/Notice/2022/30

Date: 18.02.2022

CIRCULAR

Standard Operating Procedure (SOP) for conducting Events

This is hereby informed to all concerned that the following steps must be followed for holding any kind of event in the University:

1. Event proposal in the prescribed format will be submitted to the undersigned by the Departmental IQAC Coordinators in consultation with the Director, IQAC; well in advance with a brief profile of the proposed Resource person and the action plan. No resource person to be contacted prior to the approval.
2. After the approval, the IQAC Coordinator will send a mail narrating the event in brief with the list of logistic supports needed (with a scanned copy of the approval in the attachment) to the Dy. Registrar (Admin) with copies to Director, IQAC; Convener, Event Management Forum; Academic Registrar; Director, University Classes; PRO; DTP Section and the concerned IQAC Officers.
3. The matters for the printing items (Banner/Leaflet/Brochure) have to be forwarded to the DTP Section in MS-Word format with a copy to the undersigned by the Faculty Coordinator.
4. A brief report of the event has to be compiled by the Faculty Coordinators and to be submitted along with 3 best photographs to the PRO with copy to Director, IQAC and Convener, EMF on the same day of the event.
5. Then the detail report has to be uploaded in the IQAC Archive within 24 hours of completion of the event and the media coverage to be uploaded within 48 hours (if any).
6. The bank details of the Resource persons involved have to be mailed separately to the undersigned for disbursement of the honorarium.
7. The Departmental Event Coordinators shall work together with the IQAC Coordinators for successful conduction of the events.

The circular is issued with the approval of the competent authority and it comes into immediate effect.

Sd/-
Registrar

Copy to :

1. PS to the Chancellor for kind information of Hon'ble Chancellor
2. PS to the Vice Chancellor for kind information of Hon'ble Vice Chancellor
3. Academic Registrar
4. Director, University Classes
5. Director, IQAC
6. Dy. Registrar (Admin)
7. All HODs
8. Departmental IQAC Coordinators
9. Departmental Event Coordinators
10. PRO
11. Convener, EMF
12. IQAC Officers
13. Office file

Registrar