



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

F. No.: 55-11/2018-ACD/752

11-12-2018

Circular No. 19/AAM-2018-19

Sub: General Instructions for availing GNLU campus for 1st Convocation of CUG to be held on 18th December 2018 - reg.

The Central University of Gujarat is conducting its 1st Convocation on 18th December 2018 at Gujarat National Law University. Competent Authority has approved the General Instructions to avail GNLU campus on 18th December 2018 as follows:

General Instructions:

- 1) Charges shall be applicable immediately after handing over the requested premises (Venue).
- 2) If the programme will extend for more than 30 minutes, the charges for one hour will be levied.
- 3) Internal arrangements (within the auditorium) like Security Guard, Cleanliness etc. has to be managed by proposer only.
- 4) Eatables or drinks in any form are strictly not allowed to be carried inside the auditorium.
- 5) Breakfast, tea/coffee is to be served only at the available space adjacent to the auditorium.
- 6) Consuming of Alcoholic beverages, smoking, and Use of premises for illegal purposes is strictly prohibited and if such an incident comes to the knowledge of management shall be held responsible for the consequences of it.
- 7) The University will not accept any responsibility for damage or loss of the guest belongings of any nature what so-ever lost/misplaced left in the auditorium prior to during or after the programme.
- 8) The University will not be responsible for loss, theft, damage or misplacement of items that are displayed or are/ were in the possession of the guest, during the event.
- 9) The responsibility of loss/theft of any personal belongings in the form of bags, purses, mobile phone, gift articles, cash packets or envelopes containing cash, Jewellery etc. will not be implicated on the University.
- 10) The proposer/applicant shall be solely responsible for:

सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website: www.cug.ac.in



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- (I) Proper use of the Auditorium, Furniture, fixture and fittings or Properties of the Institution.
 - (II) Any damages that may be caused to the Auditorium, furniture, fixtures, and fittings or properties of the institution.
- 11) Under no circumstances, candle, torches, diyas, incense sticks or other such inflammable materials be allowed in the auditorium premises even if it is part of a drama or event. However, one lighting lamp would be allowed on the stage for the inaugural Purpose only.
 - 12) Once, the function gets over, it is a basic responsibility of the proposer/applicant to hand over the University premises in the same position which the applicant had taken over from the officer of the University.
 - 13) The University reserves the right to recover the cost of damage caused in the process of any violation of the above guidelines/Instruction.)

Alok Gupta

Registrar (Offg.)

Copy to:

1. All Deans
2. All Chairpersons/Coordinators (By Email)
3. All the Faculty and non-faculty staff (By Email)
4. Deputy Registrar – Academics/Admin
5. VC Secretariat
6. ICT – for uploading on University website
7. Circular File
8. Academics & Authority Section

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