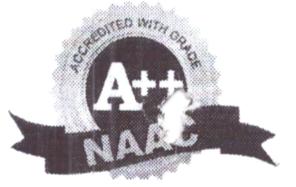




दक्षिण बिहार केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF SOUTH BIHAR

NH-120, Gaya-Panchanpur Road, Village-Karhara,
Post-Fatehpur, P.S-Tekari, Gaya- 824236 (Bihar)



SOP/Guidelines to organize the Farewell/Fresher/Other events by Students in the University:

1. Party/Event shall not be organized without the prior permission.
2. Permission for organizing the parties/events shall be given for Saturday/Sunday/Holiday only.
3. Multiple parties should be avoided at a time in the same building.
4. Outside persons/students/pass-out students etc. shall not be allowed in the party/event.
5. Parties/Events must be organized preferably in the same building/Amphitheatre where concerned department is located. Permission request for organizing the program in Lecture Hall Complex/Sports Ground shall be denied.
6. The HoDs of concerned department shall assign the duty of a male and a female faculty member of the department. The faculty members so nominated shall not leave the venue before closure of the party/event and ensure their presence during the entire party/event.
7. The organizing team must specify the commencement time and closure time (Strictly not more than 4 hrs.) of the party/event and the faculty members nominated from the department shall ensure the closure of the event within the specified time.
8. Chief Proctor shall nominate a member from Proctorial Board for the party/event to ensure discipline and decorum of the campus.
9. A copy of approval of the Party/Event be forwarded to the General Administration for information and record.
10. The organizer/organizing Team will be responsible for the cleanliness of the site.
11. One Security Guard may be deputed on the same floor where such party/event is being organized.
12. High volume DJ/Sound System shall not be allowed.
13. Use of Plastic and Double-Sided tape must be avoided and it shall be ensured by the Proctorial Board.