

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

F. No. RGU/REG-52/ADM/21

Dated: 06.08.2026

ADVISORY ON VISITS OF VVIPs

In continuation of this office Circular of even number dated 06.05.2026 (copy enclosed), it is hereby reiterated to all Departments / Institutes and Associations / Organizations that whenever any dignitary, including Hon'ble Governor, Hon'ble Chief Minister, Hon'ble Deputy Chief Minister, Hon'ble Minister, Member of Parliament (MP)/Member of Legislative Assembly (MLA), or other eminent personalities, is proposed to be invited to any academic or other event, prior intimation/approval in writing must be submitted to the University Administration well in advance.

Such advance intimation is essential to enable the University Administration to make appropriate protocol and logistical arrangements. In the absence of prior information, the University Administration is pushed to an awkward position, as protocol demands that proper arrangements to be put in place for any VVIP visits in the campus.

Hence, all concerned are hereby advised to ensure that any proposal for inviting VVIPs, high dignitaries, or other distinguished guests to the University campus must be communicated to the University Administration in writing well in advance. This will facilitate timely coordination and the necessary arrangements in accordance with the established protocol.

This Advisory is issued with the approval of the Competent Authority.

Sd/-
Registrar

F. No. RGU/REG-52/ADM/21

Dated: 06.08.2026

Copy to:

1. Hon'ble Chancellor for kind information.
2. PS to Vice-Chancellor for information.
3. All Deans of Faculties for information.
4. PS to Registrar/Finance Officer/CoE for information.
5. All HoDs/Directors of various Departments/Institutes for information.
6. President/Secretary, RGUTA for information.
7. Joint Director (CC) for information with a request to upload the same on the university website.
8. All Branch Heads for information.
9. Deputy Registrar (Adm) for information.
10. PRO for information.
11. Senior Security Officer for information.
12. President/General Secretary, RGUEA for information.
13. President/General Secretary, RGUSU for information.
14. All Notice Boards.
15. Office copy.

(Dr. N.T. Rikam)
Registrar

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CIRCULAR

It has been observed that certain Departments, Associations/Organizations are inviting dignitaries including Ministers/MLAs and other important personalities, without proper intimation or consultation of the university administration. Such practice has sometime created awkward situations, as there are certain established protocols to be observed while arranging the function with high dignitaries.

Hence, it is hereby advised to all concerned to intimate the university administration in writing for any proposal of inviting VVIPs/high dignitaries in the campus for any function/occasion. This will enable the administration to make necessary arrangements as per the requirements by observing established protocols.

This is issued with the approval of the competent authority.

Sd/-
Registrar

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Dated: 06.05.2026

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(Dr. N.T. Rikam)
Registrar