



Date: 05.06.2025

## NOTIFICATION

This is to notify for general information of all concerned that Vidyasagar University has recently formulated and made policy on publication of various upcoming events, past events of importance, University achievements, academic events of national / international importance in the **Campus digital display system and other official social media / website.**

All concerned Head of Academic and Administrative Departments / Centers, In Charge(s), Director(s), Course Coordinators may send relevant and important **Single Page A4 Landscape content in jpg/pdf/ppt format (aspect ratio 16:9)** to the email address '**ccvu\_support@mail.vidyasagar.ac.in**' for the following Categories as per the mentioned guidelines:

**(i) UPCOMING EVENTS:**

The events which are going to be held within next 15 days may be published in this category.

- The Content should be a single page flier/poster.
- In case of Text based content, it should be typed in Times New Roman with minimum font size 16.
- The Date of the event should be reflected in the Content Page. The same will be removed after that date.

**(ii) PAST EVENTS:**

The events which have recently been organized may be published in this category.

- A Single page high resolution picture/ Single Collage of the recently conducted important event.
- High resolution scan copy of any News/Media Coverage of the events with "Courtesy:: Media Name"

**(iii) ACHIEVEMENTS OF UNIVERSITY OR INDIVIDUAL:**

The Achievements of the University/ individual in terms of various Academic awards/ ranking, research award, sports, cultural activities and other special achievements of National / International importance may be published in this category.

- Text typed in Times New Roman and minimum 16 font size including image (if any)/Table/picture clearly mentioning the Achievements highlights. [awarding organization, name of achievement/award, rank/grade/year, special remark if any]
- High resolution scanned copy of any News/Media Coverage of the Events with "Courtesy:: Media Name".

P.T.O



# VIDYASAGAR UNIVERSITY

P.O.: Vidyasagar University, Midnapore-721102, Dist.: Paschim Medinipur,  
West Bengal, INDIA.

## (iv) NOTICE/CIRCULAR/ADVERTISEMENT:

Any notice/circular/advertisements which are important and relevant to University stakeholders may be published in this category.

- The Content of any notice/circular/advertisement to be summarized and highlights of that notice/circular/advertisement may be typed in a Single Page in Times New Roman and font size 16.

This is issued with the approval of the competent authority.

Sd/-  
Registrar

Memo No. VU/R/Noti./869/2025 Dated: 05.06.2025

Copy forwarded for information and necessary action to:

1. Deans of the Faculty concerned,
2. All Academic and Administrative Heads with a request to circulate the notification among all of his/her department,
3. The Director (In-Charge.) CDOE, with a request to circulate the notification among all of his/her department,
4. The Sr. Information Scientist for wide circulation on the University website,
5. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
6. The System Analyst,
7. Office Suptd. Office of the Registrar,
8. The Establishment Section,



  
(Dr. J. K. Nandi)

Registrar  
Registrar  
VIDYASAGAR UNIVERSITY  
Midnapore - 721102, W.B.