

Daffodil International University (DIU)

Daffodil Smart City, Birulia Savar, Dhaka-1216 Bangladesh

Memorandum

Ref : DIU/Reg./MC-100/Ag-6.1/Memo/02/2023/37

Date : June 19, 2023

From : Registrar 

To : All the faculty members

All the administrative employees

Subject: Decision regarding Event and Venue of DIU

Description:

As per the decisions of the meeting regarding Events and Venue of DIU (held on March 5, 2023) and subsequent approval of DIU management (in the 100th meeting of the DIU management committee), I am directed to inform you that the following decisions were taken:

1. The number of programs or events must be reduced in proportion to their importance & its fruitful outcome.
2. The program or event organizer has to submit the guest list with all information about the guest to the Head/Dean/Pro-Vice Chancellor/Honorable Vice Chancellor and needs to get approval before inviting any guest.
3. If possible, the program or event organizer may remove guests who are extremely fastidious from the guest list; otherwise, the organizer will be responsible for taking special care of them.
4. The Honorable Vice Chancellor, Pro-Vice Chancellor, Treasurer and Registrar will not attend all programs or events. They will attend the program or event only on the basis of the weight of the guest as well as the event. In general, the Head of the department / Dean will be the chief guest of the departmental program.
5. The Honorable Vice Chancellor, Pro-Vice Chancellor, Treasurer and Registrar will receive specific special guests of central programs only if required.
6. The following prerequisites must be checked before approval of the event:
 - a. Is there any other program on the same date?
 - b. For a big program/event it will be once in one day.

- c. There will be a maximum of 2 events in a day if required.
 - d. The organizer must get approval at least 10 days before the event.
 - e. The organizer must submit the checklist of the program with the application for event approval.
 - f. All the departments must submit a yearly projected program or event list.
 - g. The organizer must obtain clearance or approval for the venue separately.
 - h. There will not be allowed any event 10 days before the Mid-Semester and Final Examinations.
7. The budget must be prepared with a 50:50 share, i.e., at least 50% of the total budget must be arranged through the sponsor, and a maximum of 50% of the total budget may be given by the university.
 8. Sponsors details must be mentioned in the budget. The condition must be checked cautiously. The sponsored amount must be deposited into the university account.
 9. There will be no external band or cultural activities like song and dance in any event except the convocation event. If there is a need for a cultural program, the organizer can arrange it through the internal cultural club with prior approval. No budget will be approved for cultural activities like song and dance.
 10. Fields will not be given as a venue for any program. Places like Basement-1 and Ground Floor of AB-4, Shadhinota Hall, Bike Parking Place, Infront of the Gymnasium, Bonomaya, etc. may be given as venues with prior approval.

Cc:

Honorable Vice Chancellor
Honorable Pro-Vice Chancellor
Honorable Treasurer
Dr. Mohamed Emran Hossain, Member of BoT
Dean, Academic Affairs
All Deans of the faculties
Proctor
Director, DSA
Director, F & A
Office of the Honorable Chairman
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