



उत्तरप्रदेश आयुर्विज्ञान विश्वविद्यालय
सैफई, इटावा
U.P. University of Medical Sciences
Saifai, Etawah-206130
www.upums.ac.in

716 / CAC
23.09.23

Ref. No. 2341 /UPUMS/NIRF-5(1219-CD)/2023-24

Date: 22 September, 2023

OFFICE ORDER

It has been observed that some Departments/Organizers of the events/programs/activities do not adhere to the SOP's regarding preparation of program file in accordance with office order (Ref. No. 1909/UPUMS/NIRF-5 (1219-CD)Estt-IV/2023-24) issued on dated 23rd August, 2023.

Following are some additional guidelines that all Deans, HOD's, and Faculty members must abide in order to overcome that.

- All the organizers of the events, programmes, or activities at departmental level/University level should prepare a programme file in accordance with the SOPs.
- Each event, programme, and activity will be assigned a unique event number. This will be assigned by Mr. Pramod Kumar, Assistant Professor, Faculty of Nursing (Mob: 7056195947), at least one week before to the events, programmes, or activities.
- If an event doesn't have an event number, it won't be permitted, and no university facilities like the auditorium, Seminar Hall, Trauma Centre, CAC Support personnel, photographer, or PRO will be made available.
- After commencement of the program, records must be submitted within three days as a report of the program/event report and important photographs (in soft copy) to the mail id: **eventsupums@gmail.com**

(Dr. Prabhat Kumar Singh)
Vice Chancellor

Enclosure: Office Order Regarding SOP's (1909/UPUMS/NIRF-5 (1219-CD)Estt-IV/2023-24)

Copy to: For information and necessary action.

1. The members of the committee.
2. Pro- VC
3. Dean (Faculty of Medicine, Pharmacy, Nursing, Paramedical)
4. All HOD's of the University (Through e mail/Whatsapp).
5. Dr. H.K. Singh, Professor, Dept. of Pharmacology & Co-Chairperson NIRF, UPUMS
6. Dr. Vinay K Gupta, Assistant Professor (Co-ordinator, NIRF).
7. CAC In-charge to upload on website ✓
8. PA to Hon'ble Vice Chancellor
9. Guard File

(Dr. Prabhat Kumar Singh)
Vice Chancellor



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Ref. No. 1909 /UPUMS/NIRF-5 (1219-CD)/2023-24

Date: 23 August, 2023

OFFICE ORDER

In order to centralize the records of all the events/programs and to update them on University website timely, a committee is constituted as following:

S.No.	Name	Designation	Responsibility
01	Mr. Pramod kumar	Assistant Professor, Faculty of Nursing	Coordinator
02	Mr. Anil Kumar Pandey	PRO	Member
03	Mr. Dharmendra Kumar	Photographer	Member

The above committee is directed to take the opinion of Pro-Vice Chancellor for Redressal of problems in this regard.

- The committee will compile reports of the events and update them on University website timely. The committee shall also forward the summary of the events to the In-charge Social Media for uploading on various Social platforms.
- Mr. Dharmendra Kumar (photographer) is instructed to cover all such programs and to also take geo-tagged photographs.
- Mr. Anil Kumar Pandey (PRO) is instructed to cover all such programs to prepare press note and systematically maintain the records/documentation of all the events under the supervision of Mr. Pramod Kumar- Coordinator.
- All the Deans, HOD's Faculty Members are instructed to follow Standard Operating procedure (SOP) to prepare a program file for every program/Activity/ event as follows:

BEFORE THE EVENT

- Event Flyer Including:
 - Theme/Topic
 - Target participants and expected strength
 - CV of the Resource person photo with Photo
 - Time & Venue
 - Mode of the activity (Online/offline/hybrid)
- Program Schedule.

AFTER THE EVENT

- Summary of the event
- Photographs (Soft Copy)
- Details (list) of participants and organizers.

Soft copy to be mailed one week prior to program/Activity/event and within three days after commencement of the event at Email ID: eventsupums@gmail.com

(Dr. Prabhat Kumar Singh)
Vice Chancellor

Copy to:

- The members of the committee.
- Pro - VC
- Dean (Faculty of Medicine, Pharmacy, Nursing, Paramedical)
- All HOD's of the University
- Dr. H.K. Singh, Professor, Dept. of Pharmacology & Co-Chairperson NIRF, UPUMS
- Dr. S.P.S Gill, Professor & Head (Orthopedics) and In-charge Social Media
- Dr. Vinay Gupta, Assistant Professor (Co-ordinator, NIRF).
- CAC In-charge to upload on website
- PA to Hon'ble Vice Chancellor
- Guard File

(Dr. Prabhat Kumar Singh)
Vice Chancellor

Pramod Kumar
22/8/23

Anil
22/8/23

o/c