



NAVSARI AGRICULTURAL UNIVERSITY

**DIRECTORATE OF RESEARCH
NAVSARI AGRICULTURAL UNIVERSITY
ERU CHAR RASTA, NAVSARI
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CIRCULAR

Subject: Submission of Details of Events/Programmes for Wider Publicity through Social Media

It has been observed that various academic, research, extension, student development, farmer-oriented and other important programmes/events are regularly organized by different colleges/units of the University. However, due to limited dissemination of information, many such activities do not receive adequate visibility among stakeholders and the general public.

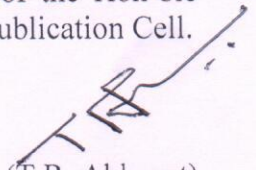
In order to ensure wider visibility, effective dissemination and proper documentation of the activities of the University, all Deans, Principals, Directors, Unit Heads, Heads of Stations/Centres and other concerned units are requested to provide details of the important events/programmes organized by their respective units for wider publication through the official social media platforms of the Hon'ble Vice Chancellor and University.

The concerned units are requested to provide the following information immediately after completion of the event/programme:

1. Name/title of the event/programme
2. Date, time and venue
3. Name of the organizing unit/department
4. Brief description/objective of the event
5. Details of the Chief Guest/Guest(s)/Dignitaries
6. Number and category of participants/beneficiaries
7. Major highlights/outcomes of the programme
8. Photographs/videos of the event in good quality
9. Any other significant achievement or special feature of the programme
10. Name and contact details of the nodal person for further information, if required.

The information of colleges may be submitted to the respective Dean, KVKs and other extension related activities to the Director Extension Education, research related activities to Director of Research & Dean PGS, students' welfare related activities to Director Student Welfare, construction related activities to Executive Engineer and other administrative activities to the Registrar **preferably within 24 hours of completion of the programme.**

Subsequently, respective receiver of the information will get approval of the Hon'ble Vice Chancellor and provide it to the social media cell and Nodal Officer of the Publication Cell.


(T.R. Ahlawat)