



# National Law University Odisha

(established by Odisha Act IV of 2008 )

Accredited with grade 'A' by NACC

*Prof. (Dr.) Rangin Pallav Tripathy*  
Registrar

*No.:NLUO/OO/ 611/23*  
*Date:26-09-2023*

## **OFFICE ORDER**

Pursuant to the approval of the Vice-Chancellor, the following is being notified regarding scheduling of events with effect from 26<sup>th</sup> September 2023;

1. For scheduling of academic events in the University such as seminars, talks, quizzes, conferences, credit courses etc, the approval of the Dean (Academics) shall be essential.
2. For scheduling of non-academic events in the University such as fests, cultural activities, sports, games etc, the approval of the Director (Student Welfare) shall be essential.
3. The revised event scheduling form notified along with this office order shall be used for scheduling of events.
4. It shall be the responsibility of the concerned faculty to ensure that an approved event is updated in the NLUO Events Calendar at the earliest. Mr. Prashant Kuleshwar or Dr. Bibhu Prasad Kar may be contacted for this purpose.
5. Once an event is approved, the students/staff involved in organizing the event shall inform the Proctor and the Chief Warden in writing with a copy of the approved event scheduling form and other necessary details.

At the time of submitting requests for events, the following details of the proposed event need to be mentioned in the form of an attached note in clear bullet points;

1. Objectives of the event
2. Expected outcome of the event
3. Method to evaluate the impact of the event

(Registrar)

*Registrar*  
National Law University, Odisha