

RAIGANJ UNIVERSITY

Dr. Durlav Sarkar
Registrar



ESTD. 2015

P.O. RAIGANJ
DIST. UTTAR DINAJPUR
WEST BENGAL
PIN-733134
INDIA
Tel No. : 03523-244039
Fax No. : 03523-242580
Website-raiganjuniversity.ac.in

OFFICE OF THE REGISTRAR

Ref. No. R-095/2026

Date 29.04.2026

NOTIFICATION

As directed, this is to notify to all concerned of Raiganj University that a Media Cell is constituted for proper Media management and for proper dissemination of the University related news to various electronic, print and social media with a proper guideline and a Standard Operating Procedure. All concerned are advised and requested to follow this guideline properly to maintain the dignity, prestige and honour of this great Institution. This order is in compliance with the decision of the 10th Executive Council resolution (3/8/2019) and it is effective from 4/5/2026. The present members of the media cell are appointed by Hon'ble Vice Chancellor and this engagement is as per the discretion of Hon'ble Vice Chancellor.

Members of the Media Cell till further order

Hon'ble Vice Chancellor, Raiganj University (Chairperson)
Dean, Faculty of Science and Management, Raiganj University
Dean, Faculty of Arts, Commerce and Law, Raiganj University
Registrar, Raiganj University (Convener)
Dean, Students' Welfare, Raiganj University
Prof. Ashoke Das, Dept of Mathematics, Raiganj University
Prof. Prasanta Kumar Mahala, Director, IQAC, Raiganj University
Prof. Subrata, Saha, Head, Dept of Economics, Raiganj University
Prof. Nirjhar Sarkar, Head, Dept of English, Raiganj University
Prof. Amarjit Kundu, Head, Dept of Mathematics, Raiganj University
Sri Ajay Misra, Dy. Librarian, Raiganj University
Dr. Babulal Bala, Associate Professor, Dept of History, Raiganj University
Dr. Amit Mandal, Asst. Professor, Dept of Sericulture, Raiganj University
Sri Subhasis Bhattacharya, Sr. Asst, Non Teaching staff, Raiganj University
Sri Bijoy Das, Non Teaching staff (contractual), Raiganj University


Registrar

Raiganj University

Copy forwarded for information to:-

- 1) The Secretary to the Hon'ble Vice Chancellor, Raiganj University
- 2) All concerned of the said committee & all other stakeholders of this University
- 3) All teachers, officials, and non-teaching staff of Raiganj University
- 4) The Central Notice Board
- 5) The University Website
- 6) Guard File

DR. DURLAV SARKAR
Registrar
Raiganj University
Raiganj, Uttar Dinajpur
West Bengal Pin-733134

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Guidelines/SOP for University Media Cell

1. Any academic and administrative matter of Raiganj University required to publish before any print, electronic & social media from any section of the University shall be approved by the media cell. Registrar on behalf of the cell will prepare the press releases in consultation with the members of the cell and will upload in the website if required. In case of any urgent issues or controversial issues, the Chairman of the cell will address the issue to the reporters.
2. The media cell will work closely with various academic and administrative departments to collect the information through the head of the department/section heads and after discussion in the cell like University's initiatives and achievements etc it will be disseminated to the various media channels. Dy. Librarian is entrusted to consult with the Seminar Convener and will preserve the high quality photographs and videos of university's academic events and activities for promotional and archival purposes.
3. The media cell will ensure that the accurate and relevant information about University's different activities to be shared with the media. Registrar/ Dean of the respective faculty will check the authenticity of the information and the same will be disseminated to media channels by the respective Dean(academic issues)/Registrar(administrative issues) subject to approval of the cell.
4. Registrar on behalf of the cell will manage the media relations and keeps the media channels updated regarding various events of University and ensure that each and every event of the University gets its due media coverage.
5. For media coverage of any Seminar/Conference/workshop the Seminar Convener is entrusted to speak in front of media regarding the conference.
6. Media personnel/Reporters are advised to take prior permission from the Registrar before interviewing any employee/student/person inside the University campus. They have to take prior approval to enter into any classroom/examination room/lab etc. Any live broadcast during office hours will require permission from the Registrar.
7. Teachers have to take permission from Hon'ble Vice Chancellor/Concerned Dean before interviewing to any media house regarding University related matter.
8. Non Teaching staff have to take permission from Registrar before interviewing to media regarding University related matter.
9. Students are advised to take permission from Dean, Students' Welfare before interviewing any University related matter. Dean, Students' Welfare is entrusted to speak to the media regarding student related matter in consultation with media cell.
10. University related posts by any employee or student are restricted in the social media without prior permission from Registrar.
11. The existing order vide no R-175/2019, Dated: 05/08/2019 in connection with the 10th Executive Council meeting on 3/8/2019 resolution shall remain applicable to all employees of this University as per the University statute.

[Signature] 29/4/26
DR. DURLAV SARKAR
Registrar
Raiganj University
Raiganj, Uttar Dinajpur
West Bengal, Pin-733134