



**OFFICE OF THE REGISTRAR**

**মহাপুরুষ শ্রীমন্ত শঙ্কৰদেৱ বিশ্ববিদ্যালয়**  
**MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA**

[Recognised Under Section 2(f) of UGC Act, 1956]  
Srimanta Sankaradeva Sangha Complex, Haladhar Bhuyan Path,  
Kalongpar, Nagaon, PIN-782001, Assam, India

Ref No.: MSSV/DR(Ac)/14/2021/

Date: 28/08/2025

**SOP for organising Departmental Freshmen Social**

This is for information of all concerned that the following guidelines are to be followed as below:

- Departmental *Freshmen Social* programmes may be organized only with the prior permission of the competent authority, which must be sought at least seven (07) days in advance of the proposed date. The Head of the Department (HoD) shall be responsible for obtaining such permission from Authority.
- For departmental *Freshmen Social*, the HoD must nominate a Teacher-in-Charge to conduct and oversee the programme.
- No fund to be collected from the students for departmental *Freshmen Social*.
- The departmental faculty members to be on strict vigil to avoid any unwanted incident/unruly behaviour.
- The faculty members of the department are entrusted to monitor and report to the authority immediately so that any untoward incident be avoided.
- Departmental Freshmen Social (if any planned) is to be held on 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> of September, 2025 only in their respective department.
- The authority shall provide a nominal grant for the programme to each of the department.
- It shall be the duty of the organising department to rearrange and keep the room/hall in proper order after the event.
- In addition to the departmental *Freshmen Social*, a General *Freshmen Social* will be organized by the Authority for all teaching departments of MSSV.

Issued with approval of Hon'ble Vice Chancellor.

**Sd/-**

(Dr. Bichitra Bikash)  
Deputy Registrar (Academic), MSSV, Nagaon  
Dated: 28.08.2025

Memo No. MSSV/DR(Ac)/14/2021/5133-5146

**Copy to:**

1. The Secretary to Hon'ble Vice-Chancellor, MSSV for information.
2. The Registrar, MSSV for favour of information.
3. The Coordinator, MSSV for favour of information.
4. The Dean, Dhubri Unit, MSSV for favour of information.
5. The Dean, Faculty of Law, MSSV for favour of information.
6. The Deputy Controller of Examinations, MSSV for favour of information.
7. The Director (i/c), IQAC MSSV for favour of information.
8. The Head/Head (i/c) of the Departments, MSSV for favour information and necessary action.
9. The Assistant Registrars, MSSV for information and necessary action.
10. The Assistant Librarian, MSSV for information.
11. The Accounts Officer, MSSV for information and necessary action.
12. The Assistant Public Relation Officer, MSSV for information and necessary action.
13. Mr. Dipankar Dutta, Astt. Professor, Jorhat Unit, MSSV for information and necessary action.
14. The Head (i/c), Department of Computer Application, MSSV with a request to upload in the University website.
15. Notice Board.
16. Office file.

(Dr. Bichitra Bikash)  
Deputy Registrar (Academic), MSSV, Nagaon