

**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY
BENGALURU**

Announcement/435/2024

March 12, 2024

Dear all,

The University has installed new design notice boards across the campus. Along with these notice boards, the University is in the process of instituting policy guidelines for posting the notices. Please find below information about these notice boards and the proposals with respect to this policy.

New Notice Boards:

New Notice Boards are designed to provide both ease of use and better organization of the information. They will replace the old notice boards across the Campus. There are 45 new notice boards already installed across the campus including OAB, NAB, Student halls of residences and the library complex (list attached). More will be installed as and when the need arises.

There are two types of notice boards:

1. One type of notice board has 4 A4 slots and 1 Horizontal A3 slot into which the Notices can be inserted without requiring pins, thumb tacks or tapes. This will ensure that all notices are displayed properly. The Slots are organized in two rows—the top Row of 3 A4 Slots. The bottom Row is 1 A3 and 1 A4 Slot. The A3 slot can also take 2 A4 size notices.
2. The other has 4 A4 sized slots 2 on top and 2 on the bottom.

Guidelines For Posting

All notice boards will be constantly monitored for currency and relevance of posted information by the University facilities team.

All short term notices must be standard vertical A4 size. In exceptional cases, Horizontal A3 notices can be posted for small durations. The top row should be used for notices of transient nature, like University events, conference submission notices, city events. The bottom row will be used for more long-term information like Policies, Schedules, and Regulations relevant to the location.

Each posted notice should clearly mention a “Remove By” date at the bottom, enabling the Facilities team to remove the notice at the right time. If there is no remove-by date, the Campus and Residence Life team will exercise their judgment and remove the notice at the appropriate time.

All other notice boards will be removed. No notices can be pasted on walls or doors using gum and tapes. Any notices stuck on walls, doors or other parts of the University buildings will be removed.

Notices

1. All notices should be submitted in soft copy form for posting. Notices pertaining to SBA and student activities will be vetted by the SBA Co-Presidents/ Secretaries and then by SWO/DCRL.
2. All student committee event/activity notifications may be placed in the notice boards up to 8 days in advance in the top row of notice boards (transient events) and should have a ‘remove by’ date that is the third day after the event.
3. Student posters with non-event announcements can have a ‘remove by’ date up to one month from the date of announcement.
4. In case of limited slots and multiple events, priority will be given to displaying notices for student committee events/ activities occurring that week. In such cases, the notice may be removed earlier than the third day after the event.
5. Any announcement with a deadline for submission/response can be posted up to one month in advance and should have a ‘remove by’ date up to one week after the deadline
6. All vetted posters and notifications should be stamped with an official stamp by DCRL/SWO.
7. External posters received from other colleges relating to student activities to be routed through DCRL office.
8. Faculty and institute official notices to be routed through the communications office.
9. Any unofficial communications by non-authorized individuals/groups will be identified and removed. Individuals or groups posting such unauthorized communications in spaces meant for official communications will be liable for disciplinary action.

Old Notice boards:

All old notice boards – with soft board and provision for putting up notices with thumb tacks will be phased out over time.

1. The Article 19(1)(a) notice board on the ground floor of OAB near the Moot court hall is the Responsibility of the SBA. As per past practice, the SBA office-bearers are expected to devise a method by which the posters on this particular notice board may be maintained.