

PUBLIC RELATION OFFICE
PRESS RELEASE, PRESS MEET AND INTERACTION WITH MEDIA
CIRCULAR

CUTN/PRO/CIRCULAR/2026/03

CUTN encourages Teaching (faculty members) and Non-Teaching (Officers and Staff) to communicate significant innovation, achievements and information regarding various events, initiatives, workshops, and conferences to the PRO for dissemination to a wider audience through various media, through Press releases or press meets.

A brief write-up (up to 250 words) on the event / accomplishment / news update may be forwarded by the intender through the HoD and Dean to the Public Relation Officer at pro@acad.cutn.ac.in, with a request specifying the publicity, indicating whether publicity is required through a press release or a press meet.

The PRO will process the content as required, with the approval of the competent authority for

- A. Press release to various media organisations
- B. Press meet

Guidelines for CUTN Teaching, Non-Teaching and Students' Interactions with Media

All Teaching, Non-Teaching members, and Students are required to send an email to the Public Relation Officer - pro@acad.cutn.ac.in to obtain prior clearance from the Competent Authorities before initiating or participating in any media interaction, interview, statement, or public comment intended or perceived to be in their official capacity or relating to Central University of Tamil Nadu affairs. The PRO will facilitate the clearance process and obtain approvals from the Competent Authorities for official interactions with media representatives.

This is issued with the approval of the competent authority.

Sd/-

Public Relation Officer
Central University of Tamil Nadu