

दयाल सिंह कॉलेज / DYAL SINGH COLLEGE

(दिल्ली विश्वविद्यालय) / UNIVERSITY OF DELHI

दिनांक/dated: 13 अप्रैल/April 2023

सूचना/NOTICE

Guidelines for Booking of College Auditorium, Seminar-Hall, Amphitheatre

In view of the problems faced by the departments/committees/student-societies/faculty regarding the non-availability of the college auditorium, seminar hall, and amphitheatre, and keeping in mind the maximum utilization of these venues and their availability for all, the following changes have been made to the booking guidelines for these venues with immediate effect:

1. Only Faculty members can book these venues.
2. Booking-form must be duly signed by the faculty member who intends to book any of the venues. It is mandatory at the time of booking to attach details and schedule of the event/s along with the booking form.
3. Functions in the auditorium, seminar hall, or amphitheatre can be organized only from 9.30 a.m. to 4.30 p.m. If you want any event after 4.30 p.m., you have to get specific and prior permission from the principal.
4. **Bookings can only be made for up to 30 days in advance.**
5. **Only One slot (Morning/Evening) is allowed to be booked by one department/society. If more than one venue/slot is booked, full program details/schedule of events must be given for each venue and is allowed only with the permission of the Principal.**
6. **Morning slots (9.30 a.m. to 12.30 p.m.) are reserved for Academic programs only.**
7. **Evening slots (1.30 p.m. to 4.30 p.m.) are available for Cultural programs/fresher/farewell parties, etc.**
8. Slots cannot be assigned or interchanged without the permission of the Principal.
9. If the booking is cancelled, it is mandatory to inform the Principal in writing by the faculty member who has done the booking.
10. In case of cancellation, the slot will be given to the department/society on the waiting list with the highest priority.
11. Priority will be given to college meetings/functions like Governing Body Meetings, Independence Day, Republic Day, Annual Day, Founders Day, Priyadarshini, etc. and earlier bookings by other departments/societies will be cancelled. Decision of the Principal will be final in all such cases.
12. For inquiries about available slots and the booking of the venues, contact the booking coordinator/s given below.

Note: In case of booking for Sports-ground booking application must be forwarded by sport in-charge Mr Sandeep Mehta.

Booking Coordinators:

Name - Dr. Rajesh Pandey (Dept of Hindi)- Mob: 8130127606

Name - Dr. Amit Kant Awasthi (Dept of EVS)- Mob: 8826917226

Days of booking: Monday and Thursday, Timing: up to 1 p.m. only

Sd/-

प्रो. विनोद कुमार पालीवाल (प्राचार्य)
Prof. V. K. Paliwal (PRINCIPAL)