



Govt. of NCT of Delhi

Delhi Technological University

Shahbad Daultapur, Bawana Road, Delhi – 110042

This form contains two pages comprising the Details and Directions for the Programme Coordinator/Students

FORM for Requisition for Booking of Venue in DTU Campus

Mandatory to fill all the details

Kindly make available (Tick the Required Room)

Date:

- | | | | |
|----------------------------------|--------------------------|----------------------------|--------------------------|
| 1. Senate Hall | <input type="checkbox"/> | 2. Exposition Hall | <input type="checkbox"/> |
| 3. Convocation Hall | <input type="checkbox"/> | 4. Seminar Hall | <input type="checkbox"/> |
| 5. Open Air Theatre | <input type="checkbox"/> | 6. Edusat Hall | <input type="checkbox"/> |
| 7. Dr. B. R. Ambedkar Auditorium | <input type="checkbox"/> | 8. Meeting Hall (R.N. 307) | <input type="checkbox"/> |
| 9. Smart Classroom – L1 | <input type="checkbox"/> | 10. Smart Classroom – L2 | <input type="checkbox"/> |

Purpose & Details of the Programme

Date & Time of the Program.....to.....

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Venue Opening Time..... Venue Closing Time.....

(Venue Timing is required in advance for pre-arrangement/preparation/ rehearsal for the programme, along with pack up period required for closing the Hall/Room/Auditorium)

I/We also need (Tick the required Items)

S. No.	Item	Qty Required	Qty Issued	S. No.	Item	Qty Required	Qty Issued
1.	PA System			2.	VGA Cable		
3.	Cordless Mikes			4.	Collar Mikes		
5.	Projector			6.	Projector Remote		
7.	Sound Operator			8.	Light Operator		
9.	Other Item (Pl. Specify)						

Signature of the Receiver.....Signature of the Issuer.....

Name, Roll No & Mobile No of Receiver.....

Details of the Programme Coordinator

Details	Applicant	Programme Coordinator	Forwarded by (HOD Sign with Seal)
Name			
Designation/ Roll No			
Deptt/ Branch			
Mobile/ Tel No			
E Mail			
Signature			

Caretaker/In Charge

AR (Gen Admn)

Competent Authority

Directions for Programme Coordinator/Students:

1. For booking of any Room/Hall/Auditorium, duly filled form must be submitted to the caretaker well in advance of the event. Incomplete Forms will not be entertained in any circumstances.
2. The programme coordinator is advised to visit the venue and inform caretaker for rectification of non – availability of any requirement well in advance, so that the equipment/requirements can be put in place before secluded programme/event.
3. In any case/emergency no amendment/changes will be entertained/permitted in the existing infrastructural facilities without approval of competent authority.
4. Programme Coordinator/Students must ensure that they are receiving the Assets/Equipment are in good working condition and should meet their requirement for the event/programme.
5. Students and Programme Coordinator must ensure that Assets/Equipments should be handed over in good condition, after the completion of programme/event.
6. Care should be taken while handling Assets/Property/Equipments issued for the Event/Programme.
7. Maintaining tidiness of the allotted premises is also expected from the allottee and students
8. Students should maintain decorum while using the premises and should not indulge in any unauthorized activity.
9. Projector should be switched off by the remote control before switching off the power point so as to avoid any damage due to overheating.
10. Please switch off the electric light/power points/electronic goods before leaving the Premises/Hall/Auditorium/Class rooms.
11. Student who takes charge for any of the listed property for any event/programme will be responsible for any mishandling/loss of the property.
12. Students are advised to follow the instructions of administrative authorities.
13. In case of any loss, disciplinary action may be taken against the applicant student to whom Hall/Room is allotted.
14. Eatables are strictly prohibited in Auditorium/ Smart Classroom and Sound room.
15. All allottees have to keep all venues cleaned after function/event is over. It will be the responsibility of incharge/coordinator/students to remove all banners/back drops/flex boards and deposit them with caretaker, if need be.
16. It will be the responsibility of event coordinator to handover venue after getting it swept/cleaned and get it locked by the security guard/caretaker.

Directions for Caretaker:

1. The Caretaker is advised to take original ID Card and Library Card of students to whom the equipments like mikes, remote etc. are being issued. The students should make appropriate entries in log register while receiving and returning of issued items.
2. The log book is being maintained by caretaker in sound room adjacent with smart classroom.

For any clarification/ technical assistance following may be contacted:

S. No.	Name	Designation	Mobile No.	Telephone	Intercom
1.	Sh. K L Verma	Caretaker	9999255844		1115
2.	Sh Jitender Kumar	Caretaker	9999863997		1327
3.	Sh. Sudhir Kumar	Network Assistant	9899864443	27294673	1158
4.	Sh. Lokesh Garg	AR (Gen & Admin)	9013212591		1106, 1108

* Sh. Sudhir Kumar available only for technical assistance for Smart Classrooms/ Senate Hall and Meeting Hall.

* Sh. Jitender Kumar is available for issuance of above listed items for Auditorium/Smart Classrooms.

* Sh. Lokesh Garg & Sh. K L Verma for bookings.

Note: Senate Hall, Dr. B. R. Ambedkar Auditorium, Meeting Hall (R.N. 307) is being permitted after the approval/permission Hon'ble VC only, and submission of form in advance to the concern official.

This form is available in General Administration Branch or may be downloaded from our website www.dce.edu.