



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16C, Dwarka, New Delhi-110 078
[General Administration Branch]

F.No.GGSIPU/GA/2013/1917

Dated: 17/01/2013

Notice

Subject: Regarding Seminar Halls

The Seminar Halls have been equipped with PA equipments, LCD projectors, screens, LED, video conferencing system and furniture. The Seminar Halls will be under the control of GA Branch and booked by the Deans of the Schools/DSW/Branch Heads for administrative functions.

The inventory of each Seminar Hall will be handed over to the booking requisitioner and on the completion of the function, inventory to be handed over to GA Branch after cross verification. Any damage, accordingly will be the responsibility of the requisitioner. The format for the booking and the guidelines for the usage of Seminar Hall approved by Hon'ble Vice-Chancellor are enclosed.

(Dr. Bhaskar P. Joshi)
Registrar

Copy to: -

1. Dean USBT
2. Dean USIT
3. Dean USLLS
4. Dean USMS
5. Dean USBAS
6. Dean USAP
7. Dean USEM
8. Dean USHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Dean USET
13. Director Research & Consultancy
14. Director Centre for Disaster Management Studies
15. Director Legal Aid Cell
16. Director Development
17. Director Academic Affairs
18. Director Project Monitoring Cell
19. Director International Affairs
20. Director Co-ordination
21. Director Students Welfare
22. Controller of Finance
23. Controller of Examination
24. Librarian
25. Chief Engineer/SE(UWD)
26. DR (Affiliation)
27. JR (Academic-I)
28. JR (Academic-II)
29. DR (Staff Development Cell)
30. DR (Planning)
31. DR (PR)
32. Incharge (Pers.)
33. Chairman UCITIM (with request to upload the same on University website)
34. Chief Warden
35. Warden Boys Hostel
36. Warden Girls Hostel
37. AR (Stores)
38. AR (Purchase)
39. AR to VC (for information)
40. PS to Registrar (for information)
41. Office Copy

(Pankaj Agrawal)
Deputy Registrar (GA)



Guidelines for the booking/Usage of Conference Room/Seminar Hall

I. **Fire Safety:** The University is legally responsible for enforcing the fire safety regulations in every venue within the Campus. University School of Studies and Departments availing the venue's facilities must not exceed the seating capacity of these venues.

II. **MEETINGS & CONFERENCES**

Use of University facilities is permitted to University School of Studies, and other Departments of the University with the following guidelines:

1. **Reservations** will be confirmed on receipt of dully filled Booking Format. Tentative bookings are treated as cancelled if not confirmed within a week's time.
The booking of the venue will be provisional, in case of University centrally organized functions, the booking will stand cancelled.
2. **Recording:** Booking requisitions availing recording facilities are requested to bring their own CDs/cassettes. For those availing tape/video recording & connecting an outside sound jack directly to the sound system in the meeting venues is not allowed.
3. Meetings / Press Conferences of political and religious nature are not permitted.
4. Booking of University facilities for Training Programme, Press Conference, Annual Meetings/functions and Interview require prior approval of the Registrar.
5. Maximum size of a banners/backdrops permitted in the following size:

i)	Conference Rooms of VC Sectt	10'x 6'
ii)	Seminar Hall of Adm Block	10'x 6'
iii)	Seminar Hall of D Block	10x7 12x7, 15x7
iv)	Seminar Hall of C Block	10x7 12x7, 15x7
v)	Display outside the lobby	10'x2'
vi)	Banner size for the registration table	5x2½ feet

The colour permitted for all these banners/backdrops is 'Blue and White'.

Decorations, posters etc. are not permitted elsewhere within the premises of the University.

Banners/Backdrops should be on self stands only.

6. The registration table for the registration of delegates for the Seminar and Conference Room is permitted outside the lobby area only.
7. For dance and music programmes, approval of Dean of School, Dean of Student Welfare, Proctor and Registrar must be obtained and copy of the same will be submit to Additional Commissioner of Police: Delhi , P.S. Sec 16, Dwarka, New Delhi .
8. Organizing officer/faculty of the programme will be responsible for making good any damage caused to the Seminar's building, furniture, equipment by their staff, guests, participants, performers or Members of the audience. The indenting officer will be required to ensure that once the function is over, the venue is checked and locked in coordination with the Caretaker/Security services.

9. University School of Studies and Departments of the University are requested to take care of conference material/technical equipment/personal belongings, as the University is not responsible for their safety.
10. Venue facilities can be used between 9.00 am to 6.00 pm only.

Do's and Don'ts

1. University School of Studies and Departments of the University are requested to avoid making noise outside the meeting venues.
2. Mobile phones should be switched off or kept on a silent mode before entering any of the meeting venues.
3. Collection of donations, registration fee, sales promotion advertisements or any commercial transactions are not permitted within the premises of the University.
4. Display of goods/products are not permitted inside or outside the Seminar or Conference Rooms.
5. University School of Studies and Departments of the University are requested to make sure that the participants/delegates are **confined to the venues booked for them** for meeting/catering arrangements.
6. Wood paneling/walls outside the seminar /conference and inside Conference Room must not be used for displaying posters, banners or any other material. Nails, double sided or scotch tapes are not allowed to be used on the walls.
7. Members and their guests are advised not to speak loudly on cellphone in corridors and the Administration block as those in rooms get disturbed.
8. Programmes involving children below 18 yrs. of age are not permitted in the
9. Children below 8 yrs. of age are not allowed.
10. Smoking is prohibited inside the meeting venues.
11. No eatables are allowed inside the Venue unless the specific permission from C.A. for such arrangement is taken and Provisional arrangements are made for it.
12. No DJ's and Private Music Arrangements are allowed inside the University Campus.

Television Crew and Press Photographers

The University School of Studies and Departments of the University are requested to permit only TV crews and photographers who have been invited by them or have received their prior consent to record proceedings of their programmes.

TV crews and photographers are requested to position themselves only in the spaces designated for them

Live telecast of any event is not permitted

Catering

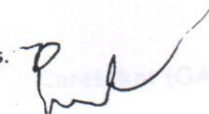
1. Reservation of catering requirements will be confirmed on the receipt of approval on the number of persons guaranteed.
2. Outside catering or food and beverage items brought from outside are not permitted.
3. Eatables, cold drink shall not be brought into any meeting venues.
4. Intimation of catering arrangements/alterations/amendments should be given at least 48 hrs. in advance.

For cancellation of catering bookings:

A minimum of 48 hours advance notice is required for full refund of advance payment for the catering arrangement.

For cancellation of conference and catering venues:

Postponement of booking will be treated as cancellation and are subject to these terms and conditions.


(Dr. Bhaskar P. Joshi)
Registrar



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
 DWARKA CAMPUS, SEC. -16C, DWARKA, NEW DELHI – 110075 TELE. NO. 011-25303139, 138

Booking for Seminar Hall for University Functions

Instructions for User:

1. The Booking of the Venues will be Provisional, in case of University centrally organized functions, the booking will stand cancelled.
2. No Eatables are allowed inside the Venue unless the specific permission from G.A. for such arrangement is taken and Provisional arrangements are made for it.
3. No smoking is allowed inside and around the Venue.
4. The Indenting officer or the representative need to ensure the safety and proper use of the furniture/fixtures/PA system etc.
5. Decoration is not allowed on wooden paneling inside the Seminar Hall.
6. The indenting officer will be required to ensure that once the function is over, the venue is checked and locked in coordination with the Caretaker/Security services.
7. Indentor may please confirm the booking of venue and the approval of Registrar before the date of event.
8. After handing over the venue with furniture/fixture/PA system no manpower will be provided by the caretaker(GA).
9. The indentor is requested to cancel the booking atleast one working day before in writing & telephonically on the same date.
10. After Completion of event, the indentor is required to inform GA Branch.
11. Please see the guidelines for the booking & usage of Seminar Hall.
12. Please enclose the copy of Circular/Notice/Booklet/Brochure/Leaflet about the Programme.
13. Apply atleast **one week (max. 20 days)** prior to the programme for booking of venue in the form below.
14. The indentor is required to mention Time & Date properly to GA Branch.
15. Podium and other fixtures on the dias cannot be moved in any conditions

Details of Programme			
Name of School/Department			
Name & Designation of Indenting Officer (not below Asstt. Prof./AR level)			
Purpose(Give Details)			
Details of Venues Required (Please tick)	Date	Time	
		From(am/pm)	To (am/pm)
Admin Block/ C- Block / D- Block /			
E- Block			
Seminar Hall (No.of Person)			
Requirement of Items is to be submitted in G.A. Branch before event.	Video Conferencing System	Yes	No
	PA System	Yes	No
	Cordless Mike	Yes	No
	Projector	Yes	No
Name of the Officer/Faculty taken charge of Seminar Hall and all fixtures with GA Deptt.			

Sign. of HOD/Dean USS
with Name & Date

Sign. of Director Students Welfare
with Name & Date
(Applicable if related to Student's Activities)

Sign. of Indenting Officer/Faculty with
Name & Date

Office Note: i. The Venue, as required above, is available on : may kindly consider to book the same.
 OR
 ii. The Venue, as required above, is NOT available on
 (Return the Proforma to Indentor if (ii) is applicable)

Copy to: Estate & Security for information please.

Caretaker (GA)

Dy. Registrar (GA)

THE REGISTRAR
Approved/Allowed