



UNIVERSITY OF DELHI
Office of the Proctor
Conference Centre, 1st Floor
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Advisory to the Colleges/Departments for holding programmes/events/fests.

1. Responsibility for events shall lie with the College/ Department authorities. They should act judiciously using due diligence while organising programmes/ events/fests.
2. There should be a careful assessment of the capacity of the venue in relation to attendees expected. Information on the capacity of the various venues should be mapped and total number of participants allowed should be in accordance with the available space.
3. Keeping in mind the number of their own students, teachers, staff members, present at the event, the numbers of outside registrations should be kept below the venue's capacity.
4. Prior to any such concert, event, where outside students are invited proper Advance Security Liasoning (ASL) meeting in advance be conducted with all stake holders i.e. Fire, Police, Electricity, College/University Security, College Representative, Event Management Company. **No such event will be organized without NOC from the Police.**
5. Prior to the event, there should be an assessment of the boundary wall of the College. If found low concertina wires should be installed to prevent outsiders from scaling the walls.
6. There should be multiple gates in the College and all gates must have working CCTVs. All gates should have a PA system for any announcements.
7. There should be CCTVs at the hostel gates also to avoid any kind of trespass.
8. Prior to the event there should be a structural stability check of the stage as in concerts many students may come to the stage.
9. If need be DFMs (door frame metallic detectors) can be hired from the police department. The entry of students/outsideers should be channelised (in lines).
10. All the areas at and near the venue should be well illuminated and there should not be any dark patches.
11. All volunteers should have identifiable caps and badges so that they can be easily located in case of need/emergency.

P.T.O.



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12. Entry for events should be through pre-registration like on Google Forms with details of the event i.e. date, venue, expected number of participants', should be maintained and submitted to the Police with a copy to other above-mentioned departments.
13. The registration forms should include scanned copies of the College ID-Cards of the participants.
14. Maintaining discipline and ensuring safety and security for the smooth functioning of events should involve members of Proctorial Committee, Internal Complaints Committee (including external members and student representatives) and the Students' Union.
15. Mandated security drills by the College authorities in collaboration with Delhi Police should be conducted prior to important students' events.
16. It is absolutely essential to give students the confidence that if any untoward incident occurs they could and should immediately approach their staff advisors, teachers, the Internal Complaints Committee, the Women's Development Cell, the Proctorial Committee and the Principal, so that they can take speedy action.
17. If any of the above guidelines is not followed then the concerned College/Department is solely responsible for any untoward incident during any event organized by the concerned College/Department.

Rajni Arora
Proctor