



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009  
(Formerly Delhi College of Engineering)  
Shahbad Daulatpur, Bawana Road, Delhi – 110042  
(Personal Branch of Vice Chancellor)  
Tele. No. 27882284, e.mail – vcdu@dtu.ac.in



No. DTU/VC/72/2019

Date : 01.04.2019

## CIRCULAR

I am directed to circulate the "Points for Event Organizers" attached as Appendix to this circular for information and strict compliance.

This has approval of the Competent Authority.

*Ravindran V*  
01/4/19  
(Ravindran V)  
Consultant

Encls : One page

No. DTU/VC/72/2019/749-798

Date : 01.04.2019

Copy to :-

1. PA to Pro Vice Chancellor
2. PA to Registrar
3. All Deans, HODs, Branch-in-Charges
4. COE
5. Director, Physical Education
6. Director, IQAC
7. Director, HRDC
8. Chairperson, Sports Council
9. Chairperson, Medal & Scholarship
10. Nodal Officer, WCSC
11. Chairman, Cultural Council
12. PRO
13. Head, Computer Centre – With a request to upload the "Points for Event Organizers" on the DTU website.
14. File.

*Ravindran V*  
01/4/19  
(Ravindran V)  
Consultant



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## Points for Event Organizers

1. One seat Dais for Chief Guest in the middle
2. For everyone on stage:-
  - Brochure
  - Typed list of person seating on Dais
  - Minute to minute Programme
3. Check Mic, Light, Air-conditioner
  - The light should be ON
4. Check Chair especially height and cylinder
5. Provide water bottles
6. Volunteers to keep the materials of the Dignitaries sitting on the Dais in their offices or cars
7. No memento only books and plants
8. Venue to be kept according to expected audience
  - At least 75% must be filled