



Estate Office

Delhi Technological University

Shahbad Daulatpur, Bawana Road, Delhi-110042

DTU/Estate/R/2025/94

Dated: 06/10/2026

CIRCULAR

Subject: Guidelines regarding utilization and booking of Central Seminar, Conference and Meeting Facilities

1. The Departments of the University are organizing departmental meetings, seminars, conferences, workshops, programmes and other events in the Central Seminar/Conference and Meeting facilities, although each Department has its own Seminar/Conference/Meeting Rooms equipped with the necessary facilities for conducting such departmental activities.
2. In order to ensure optimum utilization of the infrastructure and resources available in the University and to avoid unnecessary burden on the Central facilities, the following guidelines shall be followed by all Departments with immediate effect :-

Utilization of Departmental Facilities

3. Each Department having its own Seminar/Conference/Meeting Room shall utilize its departmental facility for conducting :-
 - (a) Departmental meetings, seminars and lectures.
 - (b) Workshops and training programmes of limited participation.
 - (c) Departmental conferences/events.
 - (d) Other routine academic/administrative activities.
4. All Heads of Departments are, therefore, advised to ensure that the available departmental facilities are utilized to the maximum extent possible before requesting allotment/booking of any Central facility available in DTU.

Utilization of Central Facilities

5. The Central Seminar/Conference/Meeting facilities of the University should ordinarily be utilized for :-
 - (a) **National or International level events/programmes.**
 - (b) Events involving a **large number of participants/audience**, where the existing departmental facilities are inadequate to accommodate the expected number of participants.
 - (c) University level events or programmes which, by their nature and scale, require the use of Central facilities.
 - (d). Such other events as may be specifically approved by the Competent Authority for being conducted in the Central facilities.
6. The use of Central facilities for routine departmental meetings or programmes of limited participation should be avoided where adequate departmental facilities are available.

7. The above arrangement is intended to ensure **optimum and judicious utilization of the available infrastructure and resources of the University**. It will also facilitate better planning and scheduling of Central facilities and enable the University to undertake their regular repair, maintenance, upkeep and other necessary works in a systematic manner, thereby keeping such facilities in proper and usable condition.

Responsibility of Faculty Coordinator/Event Coordinator

8. It has also been observed that, on certain occasions, the Faculty Coordinator/Coordinator nominated for an event/programme is not present at the venue during the conduct of the event.

9. In this regard, it is hereby directed that the **Faculty Coordinator/Coordinator of the event shall remain present at the venue throughout the duration of the event/ programme.**

10. The Coordinator shall be responsible for :-

- (a) Proper coordination and smooth conduct of the event.
- (b) Ensuring management of participants.
- (c) Coordinating with the concerned University staff/officials responsible for the facility.
- (d) Ensuring proper and careful use of microphones, audio-visual equipment, furniture and other items/facilities provided at the venue.
- (e) Ensuring that no damage, loss or misuse of the available equipment, furniture, fixtures or other University property takes place, and
- (f) reporting any damage, loss or malfunction noticed during or after the event to the concerned authority immediately.

11. The Faculty Coordinator/Coordinator shall ensure that the venue and facilities are handed over in proper condition after completion of the programme.

12. Any loss or damage to University property attributable to negligence, improper use or failure to exercise due care shall be dealt with in accordance with the applicable University rules/orders, and responsibility may be fixed upon the concerned Organizer/Department, as considered appropriate by the Competent Authority.

Advance Requisition for Booking of Central Facilities

13. Where use of a Central Seminar/Conference/Meeting facility is considered necessary, the concerned Department shall submit a **proper requisition well in advance** of the proposed date of the event.

14. The requisition shall contain :-

- (a) Name and contact details of the Faculty Coordinator/Coordinator;
- (b) Details of the facility required;
- (c) Requirement of audio-visual equipment, furniture or other facilities, if any; and
- (d) Justification for use of the Central facility, particularly where the Department has its own Seminar/Conference/Meeting Room.
- (e) Proposed date and duration.

15. The requisition shall be processed sufficiently in advance so that the matter may be placed before and **approval of the Competent Authority obtained before the proposed use of the Central facility.**

16. No Department/Section/individual shall presume allotment or availability of a Central facility merely on the basis of an informal request or oral communication. The booking/allotment shall be subject to availability of the facility and approval of the Competent Authority, wherever required.

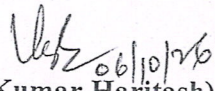
Compliance

17. All HoDs and concerned Coordinators are requested to ensure **strict compliance with the above instructions**.

18. The concerned administrative/official staff responsible for management of Central facilities shall also ensure that the facilities are allotted only in accordance with the approved programme and applicable instructions.

19. Any deviation from the above guidelines, particularly unauthorized use of Central facilities, failure to obtain requisite approval in advance, or absence of the designated Faculty Coordinator during the event, may be brought to the notice of the Competent Authority for appropriate action.

20. These guidelines/instructions have been issued with the approval of the **Competent Authority** and shall come into force with immediate effect.


 (Prof. Anil Kumar Haritash)
 Estate Officer

All HODs

All Deans

All Branch Incharges

All DRs/ARs

Copy to :-

PA to Hon'ble VC, DTU	-	for information of Hon'ble VC.
Registrar, DTU		
Security Officer		
Head, Computer Centre	-	Please upload these guidelines on DTU website.