

KIRORI MAL COLLEGE: UNIVERSITY OF DELHI

Guidelines

(For the use of Academic Auditorium by Departments and Societies of Kirori Mal College)

- 1) The Academic Auditorium can be used **only for holding lectures/talks** by the invited guest speakers.
- 2) The booking of the Academic Auditorium must be done in advance by the concerned Teacher-in-Charge / Staff Advisor with the Principal's Office in the prescribed format.
- 3) The concerned Teacher-in-Charge / Staff Advisor will be responsible for safety and security of digital podium, projector, mike, etc. installed in the auditorium.
- 4) Only the Teacher-in-Charge / Staff Advisor, with the help of a technical attendant from the non-teaching staff, are permitted to operate the projector set-up in the auditorium. No student is allowed to take charge or handle the projector set-up.
- 5) Carrying eatables inside the academic auditorium is strictly prohibited. RO water is allowed to be served for the persons on the dais.
- 6) Lighting of Lamp is prohibited inside the Academic Auditorium.

(Prof. Vibha Singh Chauhan)
Principal

Kirori Mal College

Application Form

(For booking of Academic Auditorium)

(1) Date and time of booking*: _____

(2) Duration of booking: _____

(3) Name of Department / Society: _____

(4) Name of Staff Advisor / Teacher-in-Charge: _____

(5) Name of the guest speaker: _____

(6) Affiliation / Designation of the guest speaker: _____

(7) Title of Lecture/Talk: _____

(8) Contact No: _____

(Signature)

Senior Technical Assistant

(Signature)

Staff Advisor/Teacher-in-Charge

(* Time Duration of Booking should not be more than 2 Hours)