



आर्यभट्ट महाविद्यालय
दिल्ली विश्वविद्यालय

संयुक्त 2023 INDIA पहले चक्र में NAAC A+ ग्रेड के साथ मान्यता प्राप्त



ARYABHATTA COLLEGE
University of Delhi

Accredited with NAAC A+ Grade in 1st Cycle



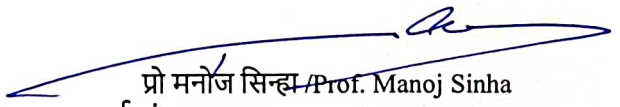
संदर्भ संख्या/Ref.No. AB/ADMIN/2024/058

दिनांक/Date: 25.04.2024
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सूचना/NOTICE

Guidelines for Booking of College Student Activity Centre, Seminar-Room, Multipurpose Room & Conference room in view of the problems faced by the departments/committees/student-societies/faculty regarding the non-availability of the college Student Activity Centre, Seminar-Room, Multipurpose Room & Conference room and keeping in mind the maximum utilization of these venues and their availability for all, the following changes have been made to the booking guidelines for these venues with immediate effect:

1. Only Faculty members can book these venues.
2. Booking-form must be duly signed by the faculty member who intends to book any of the venues. It is mandatory at the time of booking to attach details and schedule of the event/s along with the booking form.
3. Functions in the Student Activity Centre, Seminar-Room, Multipurpose Room & Conference room can be organized only from 9.30 a.m. to 4.30 p.m. If you want any event after 4.30 p.m., you have to get specific and prior permission from the principal.
4. Bookings can only be made for up to 15 days in advance.
5. Only One slot (Morning/Evening) is allowed to be booked by one department/society. If more than one venue/slot is booked, full program details/schedule of events must be given for each venue and is allowed only with the permission of the Principal.
6. Morning slots (9.30 a.m. to 12.30 p.m.) are reserved for Academic programs only.
7. Evening slots (1.30 p.m. to 4.30 p.m.) are available for Cultural programs/fresher/farewell parties, etc.
8. Slots cannot be assigned or interchanged without the permission of the Principal.
9. If the booking is cancelled, it is mandatory to inform the Principal in writing by the faculty member who has done the booking.
10. In case of cancellation, the slot will be given to the department/society on the waiting list with the highest priority.
11. Priority will be given to college meetings/functions like Independence Day, Republic Day, Annual Day, Founders Day, etc. and earlier bookings by other departments/societies will be cancelled. Decision of the Principal will be final in all such cases.
12. For inquiries about available slots and the booking of the venues, contact the booking person given below.
For Booking : Name – Mr. Sunil Singh Lingwal (Section Officer) - Mob: 9810994429
Name – Mr. Lokesh (Senior Assistant) - Mob: 9717946912


प्रो मनोज सिन्हा / Prof. Manoj Sinha
प्राचार्य/संस्था प्रमुख Principal/Head of The Institution
आर्यभट्ट कॉलेज/Aryabhatta College

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