



KIRORI MAL COLLEGE

(University of Delhi) Delhi-110007

किरोड़ीमल महाविद्यालय

(दिल्ली विश्वविद्यालय) दिल्ली-११०००७

Tel. : 27667861
दूरभाष : २७६६७८६१

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, is 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. Only bottled water is allowed to be served for the persons on the dais.

Dated: 03.02.2017


(Dr. Dinesh Khattar)
Officiating Principal

(Dr. Dinesh Khattar)
Offg. Principal
Kirori Mal College
(University of Delhi)
Delhi - 110 007

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:

(Signature)

Technical Attendant

(Signature)

Staff Advisor/Teacher-in-Charge