



Estate Office
Delhi Technological University
Shahbad Daulatpur, Bawana Road, Delhi-110042

DTU/Estate/10/2025/1228

Dated: 22/12/2025

NOTIFICATION

1. During organizing any event in the Delhi Technological University premises, the following Guidelines may be followed while permitting any installation of temporary canopies/stalls/kiosks in DTU :-

- (a) The overall coordination for organizing event will be of **Dean (Student Welfare)**.
- (b) A charge of **Rs. 5,000 per day** shall be levied for an area of **10 feet x 10 feet (100 sq. ft.)**.
- (c) No booking should be allowed without the prior approval of the **Hon'ble Vice Chancellor**.
- (d) All bookings must be routed through the **Estate Office**, and no booking should be entertained without its knowledge.
- (e) The area designated for installation must be clearly marked. A **penalty should be imposed**, if any other area is used.
- (f) An MoU must be executed through the **Faculty Advisor/Chairperson/Dean (SW)/Organizing Committee and the event management agency/vender only**.
- (g) Power supply and water shall be arranged by the DTU. Maximum power consumption per stall will be upto **20 KW/day**.
- (h) An **Event Help Desk** should be established under the aegis of the **Dean (Student Welfare)**.
- (i) A **Medical Assistance Booth** should be established under the aegis of the **Health Centre**.
- (j) If more than five (05) kiosks are installed, **portable washrooms will be arranged by General Administration Branch, DTU**.
- (k) If the gathering exceeds **10,000 people**, arrangements for a fire tender in the Campus is mandatory.
- (l) Arrangement of Police officials will be under the arrangements of the **Security Officer**.

2. Before and during the event, no stickers, bills banners etc. will be stuck, nailed or tied on any of the University signages, trees and electrical poles.

3. Defacing the signages or the University property will incur fine towards the organizing team/society.

4. Any damage to the University property, signages, fixtures etc. during the event will be borne by the organiser/committee.

5. Competent Authority has powers to cancel any allotment at any time.

6. This has been issued with the approval of the Competent Authority.

Umesh
19/12/25
Estate Officer

Copy to :-

PA to Hon'ble VC - for information of Hon'ble VC.

Registrar, DTU

All Deans

All HoDs

All Branch Heads

Chief Warden

Librarian

Head CC

- To upload on University website.

All DRs/ARs

All AE/JEs

Caretaker

Guard File

Rajain
17/12/2025
By Estate Officer II