



श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
(दिल्ली विश्वविद्यालय)
University of Delhi



प्रोफेसर वज्जला रवि
प्राचार्य

Prof Vajala Ravi
Principal

Ref No : SVC/SO/2025/P/11991

9th October, 2025

ADVISORY

In continuation of the detailed Standard Operating Procedure (SOP) issued by the Delhi Police in compliance with the orders of the Hon'ble High Court of Delhi in W.P. (C) No. 13293/2023 dated 10th November 2023, and the Advisory issued by the Proctor's Office, University of Delhi, dated 11th January 2024, the following additional advisory guidelines are being shared for the kind attention of all Departments and Hostels within the College to ensure the safe, smooth, and orderly conduct of events and gatherings such as Annual Fests, Hostel Nights, etc.

In view of the Advisory dated 8th October 2025 (copy annexed) issued by the Proctor, University of Delhi, each College or Hostel organizing an event is required to appoint a **Liaison Officer (LO)** specifically for that event. The designated Liaison Officer must remain available at all times during the event and shall be responsible for sharing essential details with the local police, including but not limited to the programme schedule, nature of the event, presence of VVIPs, expected gathering, entry modalities, event layout, hourly updates on attendance, and any other relevant information as required.

Accordingly, **the Proctor, Staff Advisor (Students), and Hostel Wardens** are hereby designated as **Liaison Officers** for their respective domains. They shall be responsible for coordinating with the local police and ensuring timely communication of all necessary updates and information, as and when required. They may also consult with their respective departmental colleagues and/or committee members, and seek their assistance and support during the event to ensure effective coordination and full compliance with all safety protocols.

Active cooperation of one and all, in this regard, shall highly be appreciated.

प्राचार्य
Principal

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Copy forwarded for information and necessary action to the Teacher-in-Charge/Coordinators of the respective departments, Section Officers (Accounts & Administration), Dealing Assistants/Hands (Accounts, Administration & Establishment), Principal's office, All Concerned, Notice Board (Staff & Students), College Website; and File.