



STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING

(An Autonomous Organization of Education Department, GNCT of Delhi)

VARUN MARG, DEFENCE COLONY, NEW DELHI – 110024

<https://scert.delhi.gov.in> Email: - insetcellscert@gmail.com

F.No. 3(3)/INSET/SCERT/2023-24/ 8114-29

Dated:- 11/8/23

CIRCULAR

Subject: - General Guidelines for Smooth Operation of Training Wing, SCERT.

Training Wing is operational on Second Floor of SCERT Building under the guidance of Nodal Officer, INSET Cell, SCERT. The floor is available for all kinds of trainings, conferences and workshops, and may be accessed anytime with the prior consultation of Floor Manager. For the smooth functioning of the wing here are some rules and regulations which needs to be strictly followed before/during/after programme :

1. Prior booking for the hall is mandatory.
 - The coordinator or Programme In-charge must furnish the information properly, regarding no. of participants, type of programme, seating structure, technical equipments required, schedule, etc.
 - On the basis of above information the Floor Manager/Floor Incharge will allot the hall as per need.
 - The hall will be allotted on first come first serve basis.
 - The time slot of the training must be maintained so that the Hall can be used for another program.
2. The coordinator must ensure the setup of the room, cleanliness, availability of technical requirements by him /herself at-least 1 day or 1 hour prior to the schedule of the programme depending upon the nature of the program.
3. No movement of furniture and technical equipments from one hall to another is allowed until necessary, that too with the prior approval of Floor Manager.
4. Coordinator should ensure that the furniture and fixtures along with the technical equipments will be handed over to the Floor Manager after the programme is over in the same condition as they were during the allotment of the hall.
5. It is the responsibility of the Coordinator/In-charge of the program to switch off the lights, fans, and A.C, after the program is over.
6. Arrangement of food, tea and refreshment should be done in Cafeteria only. Eatables are strictly prohibited in the training halls. The coordinator must inform the participants regarding the same.
7. Adhere pasting any sticky material on the walls or doors. If it's unavoidable use easily removable masking tape for the same.
8. Do not litter. Clean your residue like empty water bottles, stationary items, TLMs, etc. after your programme is over.
9. Keys of the allotted hall can be collected from floor Manager and shall be handed over to him after training.

- 105/c
10. The Floor Manager will be a BRP of INSET Cell. For now Mr. Prafful Garg and Mr. M.J.Q Jugnu are taking care of the floor as Floor In-Charge and Floor Manager respectively, both may be contacted for the same.
 11. For any discrepancy or better planning Nodal Officer, INSET may be contacted



Dr. Nahar Singh
Joint Director (Academics)

F.No. 3(3)/INSET/SCERT/2023-24/ 8114-29

Dated:- 11/8/23

Copy to:-

1. PS to Director, SCERT
2. Dy. Director/HOO, SCERT
3. All Principals, DIETs/B.Ed Divisions
4. Nodal Officer, INSET
5. Floor Manager, Training Wing
6. Floor In-charge, Training Wing
7. WIM, SCERT
8. Guard File



Dr. Nahar Singh
Joint Director (Academics)