

STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
(An Autonomous Organization under the Education Department, GNCT of Delhi)
Varun Marg, Defence Colony, New Delhi – 110024

F.No. 3(3)/TW/INSET/SCERT/2025-26/ 4222-28 Dated: -17/6/25

CIRCULAR

General Guidelines for Smooth Functioning of Training Wing, SCERT

The Training Wing on the 2nd Floor of the SCERT building, is meant for organizing all types of training programs, workshops, and conferences under the supervision of the **Nodal Officer, INSET Cell**. The following guidelines are to be strictly followed to ensure the smooth functioning of the Training Wing:

Before the Programme

1. **Mandatory Booking:** All training halls must be booked in advance through the Floor In-charge/Floor Manager.
2. **Programme Details:** The Programme Coordinator/In-charge must provide complete details in advance—number of participants, type of programme, technical requirements, and schedule.
3. **Allotment:** Based on the above, halls will be allotted by the Floor in-charge/Floor Manager on a **first-come, first-served** basis.
4. **Preparation:** Ensure room setup, cleanliness, and equipment arrangements at least one day or one hour before the programme (depending on the event's nature).

During the Programme

5. **No Furniture Movement:** Shifting furniture or equipment between rooms is not allowed without prior approval from the Floor in-charge/Floor Manager.
6. **Eatables:** Consumption of food and beverages is **strictly prohibited** in training halls. All refreshments should be arranged in the **Cafeteria** only.
7. **Respect for Premises:** Avoid sticking posters or materials on walls or doors. If necessary, use easily removable masking tape.

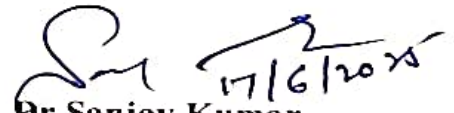
8. **Cleanliness:** Keep the premises clean. Dispose of waste materials like bottles, stationary, etc., properly after the programme.

After the Programme

9. **Handover:** Return all furniture, fixtures, and equipment to the Floor Manager in the same condition.
10. **Power Saving:** Ensure all electrical appliances (lights, fans, A.C.) are switched off.
11. **Key Management:** Collect and return keys to the Floor Manager before and after training.

Contacts

- **Floor In-Charge:** Mr. Praful Garg
- **Floor Manager:** Mr. Md Jabihul Quamar Jugnu
(Both are BRPs from INSET Cell and may be contacted for operational support.)

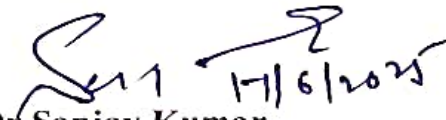

Dr. Sanjay Kumar
Nodal Officer, INSET Cell

F.No. 3(3)/TW/INSET/SCERT/2025-26/

Dated: -

Copy to

1. PS to Director, SCERT, Delhi
2. PA to Secretary/HOO, SCERT, Delhi
3. All Principals(DIETs & B.Ed Division)
4. All Branch Incharges/Nodal Officers
5. Mr. Praful Garg, Floor In-charge, Training Wing
6. Mr. Md Jabihul Quamar Jugnu, Floor Manager, Training Wing,
7. WIM, SCERT


Dr. Sanjay Kumar
Nodal Officer, INSET Cell