Dated: 08-10-2025

Advisory

In continuation of the detailed Standard Operating Procedure (SOP) issued by 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 **advisory additional guidelines** are shared for the kind attention of all Colleges/Hostels/Centres and institutions within the Delhi University to ensure safe, smooth, and orderly conduct of events and gatherings (Annual fest/Hostel night etc.).

1. **Appointment of Liaison Officer (LO):**

   o The University may appoint a dedicated Liaison Officer (LO) to coordinate with Delhi Police regarding all processions, protests, gatherings, functions, and events within the North Campus area, and one for the South Campus area.

   o Each college/hostel/institution organizing an event may similarly appoint a Liaison Officer specifically for that event. The designated LO 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, program schedule, nature of the event, presence of VVIPs, expected gathering, entry modalities, event layout, hourly updates on attendance, and any other relevant information.

2. **Social Media Advisory:**

   o A detailed social media advisory may be issued by the concerned college/hostel for every major event, clearly specifying the nature, timing, entry requirements/passes, traffic arrangements, and designated entry/exit gates.

3. **Emergency Preparedness:**

   o Adequate emergency arrangements should be ensured, including the presence of a First Aid Team, a static ambulance, and fire safety measures within the college/hostel premises or at the designated event venue.

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4. **Access Control and Crowd Management:**

   o Separate entry and exit gates should be designated for VIPs and general attendees.

   o Contingency exit routes are to be planned and rehearsed in advance with the assistance of volunteers and private security staff.

5. **Advance Intimation to Police:**

   o Complete information regarding any proposed event—including its nature, expected attendees, demographic composition, detailed layout, and particulars of the designated event — should be communicated to the local SHO no later than **72 hours prior** to the event.

6. **Public Address System and CCTV:**

   o PA systems may be installed at crucial points such as entry and exit gates, parking areas, and other strategic locations to facilitate smooth flow of attendees and ensure clarity in announcements.

   o CCTVs should also be installed in adequate numbers especially at the gates and in the arena/ground or place of function for adequate coverage as to entry/ exit and the storage of occurrences during the event.

7. **Private Event Security:**

   o It is further clarified that the sole responsibility for the conduct and management of events within the premises of any college/hostel or institution rests with the respective college/institution. Delhi Police, as part of its mandate, is tasked with maintaining overall law and order, and not providing security cover to private events, thus the overall responsibility will fall on the College/ Institution, which should seek to engage adequately trained and sufficient in numbers security guards and bouncers. Deployment of sufficient traffic marshals to help guide parking and manage traffic on the roads should also be mandatory.

   o This is also to be complemented by deployment of volunteers in sufficient numbers, especially to identify the students of said institution who are allowed to enter the event.

08·10·2025

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