

MOTILAL NEHRU COLLEGE : NEW DELHI

NOTICE

01.12.2025

As per direction of the Honourable Chairperson, Governing Body, the following policy decision for requisition of college premises, is notified to all the staff members of the college, for compliance with immediate effect:

This policy is primarily proposed / intended to ensure the proper use, safety, and dignity of the college premises. It lays down clear guidelines restricting the use of college spaces official, academic/cultural purposes.

This policy applies to entire fraternity uniformly, including contractual, temporary, and permanent staff.

To maintain the academic environment and uphold the institutional character of the college, no part of the college premises shall be used for personal celebrations, including but not limited to:

- Marriage functions
 - Marriage anniversaries
 - Any other personal celebration not related to academics
 - Birthday parties
 - Private family gatherings
- No exceptions shall be made for personal events of entire staff.

Permitted Use of College Premises/space (Applicable only for Common space)

- Official college events
- Academic programs, seminars, workshops, and examinations
- Government-related programs approved by competent authority
- Activities approved specifically by the Principal/ Governing Body of the college


Procedure for Space Utilisation (For Official Events Only)

- A prior information will be sent to the Custodian, i.e. Morning College.
- Approval will be granted only for activities aligned with academic purposes.
The concerned department/staff will ensure proper cleanliness and adherence to safety norms after the event.
- * Any attempt to use space without formal approval will be considered misuse of institutional property and may lead to appropriate action.

The Principal and Administrative Office shall ensure strict enforcement of this policy.

The college does not have scope for formulating any policy for extending permission for any kind of Personal or Private functions/celebration, as both morning and evening colleges adjust/accommodate their teaching schedule with difficulty, from 8am to 9pm adhering six days a week teaching as per university guidelines. Further, with due emphasize on women education, the college is running a centre of NCWEB, University of Delhi, on Sundays starting from morning till evening(5pm), besides a IGNOU centre too. The Premises of the College is occupied with academic/cultural activities for the students from 8am to 9pm, hence personal uses are out of bound.

- 1.Staff - Teaching /Non teaching
- 2.College Website


02/12/2025
Principal
