

AUDITORIUM / SEMINAR RESERVATION POLICY

Policy No: AI/AD/001	Version No: 004	Owner: Acharya Institutes	Page 1 of 9
Date of issue:01 Jun 2023	Review date: 01 Jun 2024	Applicability: Faculty Acharya Institutes	

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1. Introduction

The Auditorium/Seminar Halls located in various blocks within Acharya Institutes. These are allotted for holding Departmental, College-wise, National or International seminars/conferences, guest lectures, performers, Ceremonies, Convocations, Educational Events (short/long term), Community Events, Cultural Events and if any other Extra-Curricular and Co-Curricular activities for staff and students of Acharya Institutes.

The Auditorium/Seminar Halls are designed to accommodate large groups and provide suitable environment for various events, offering seating arrangements, acoustics and visual facilities tailored to specific needs.

With an intent to facilitate authorized users to conduct multi-faceted programs /activities. The authorized users are requested to follow the rules and reservation procedures, scheduling, purpose of use, capacity limits, technical equipment usage, behaviour and conduct clean up and maintenance, compliances and regulations, staff support and cancellation policy.

The authorized users adhering to these rules helps ensure a smooth and respectful use of auditorium, promoting safety, order and positive experiences for all users.

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Policy Drafting & Review Committee	Managing Director Acharya Institutes	Head, Quality Assurance Acharya Institutes

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2. Purpose and Scope

The purpose of an auditorium and a seminar hall is to provide dedicated spaces for educational, cultural, and professional activities.

i. Auditorium:

- Purpose: Primarily used for large gatherings, performances, lectures, and entertainment events.
- Scope: Accommodates a sizable audience, often equipped with stage facilities, audio-visual systems, and specialized seating for optimal viewing and acoustics.

ii. Seminar Hall:

- Purpose: Designed for smaller-scale events, workshops, seminars, and discussions.
- Scope: Provides an intimate setting for interaction and collaboration, often equipped with audio-visual aids and seating conducive to discussions and presentations.

Both spaces cater to different scales of events, offering environments tailored to specific needs in terms of audience size and the nature of the activities conducted.


3. Policy Statement

The policy is for any entity that wishes to host any event for staff and students at auditoriums/seminar halls in Acharya Institutes. The policy is required to define the types of events for auditoriums/seminars are reserved during weekdays with timings and approximate number of guests.

4. Objectives

The objectives of reserving an auditorium and seminar hall include:

- Facilitating Events: Provide a dedicated space for various events such as lectures, presentations, workshops, seminars, conferences, and cultural performances.
- Promoting Learning: Support educational activities by offering a suitable environment for academic lectures, symposiums, and workshops.
- Enhancing Collaboration: Create a space that encourages collaboration, discussion, and interaction among participants during seminars and workshops.
- Showcasing Performances: Offer a platform for cultural and artistic performances, including music, drama, and dance, enhancing the cultural vibrancy of the community.
- Professional Development: Host conferences and professional events to foster networking, knowledge sharing, and skill development.
- Providing Infrastructure: Supply necessary infrastructure, such as audio-visual equipment and seating arrangements, to enhance the quality and impact of events.
- Community Engagement: Serve as a hub for community engagement, bringing people together for shared experiences and knowledge exchange.

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- Utilizing University Resources: Optimize the use of university facilities, ensuring efficient use of space for both academic and community-oriented purposes.
- Encouraging Innovation: Support events that encourage innovation, entrepreneurship, and the exchange of ideas within the academic and business communities.
- Cultural Enrichment: Contribute to the cultural enrichment of the institution by hosting diverse events that reflect the interests and talents of the community.
- Generating Revenue: In some cases, renting out the auditorium or seminar hall can generate revenue for the institution, helping to offset maintenance costs and support facility improvements.

Overall, reserving auditoriums and seminar halls serves as a strategic initiative to meet educational, cultural, and community-related objectives within a given institution or organization.

5. Procedure

i. Initiation of Requests:

- Based on the requirements, the faculty/ HOD/ Principal of Acharya Institutes can send a request to book the auditorium/ seminar halls through ERP/ Request form.
- The faculty are authorised to book maximum of 3 days. However, HOD/ Principal can book more than 3 days.
- For the same program the concerned should not book twice.
- The request will be considered on First Come First Serve basis.

ii. Review and Allot:

- Based on the request the Assistant Director Student Activity (ADSA) will review the request and allot the suitable hall based on the availability.
- In case the program is cancelled immediately the requester will inform ADSA and in turn will be acknowledged.

6. Roles and Responsibilities

i. Faculty/ Requester

The following are:

- The faculty shall request the auditorium/ hall atleast three days prior to program with approximate number (+/- 10) of participants for seating arrangement.
- The faculty shall request the auditorium/ hall as per Annexure-2.
- The banner/sticker/ placard/ nameplate of a program shall be made as per standard. Affects in the relevant space before program and remove after the program.

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- No tape, glue, tacks, nails or other methods of attachment are permitted on walls, doors, floors, ceilings, light fixtures, curtains, glass or any painted surface, etc. However, special requests for decorations, exhibits are display beyond those described above may be permitted by the ADSA.
- Special affects equipment such as smoke, fog and fire machines are strictly prohibited. However, if it is mandatory permission to be sort by ADSA.
- Take charge of electrical and mic system before program and submit back responsibly after program.
- Ensure cleanliness before and after program.
- Always enter/depart from the auditorium/seminar hall in an organized and disciplined manner along with the concerned incharge.
- Never enter or leave a performance midway as it distracts others.
- The seating arrangement shall be maintained.
- Don't take up more than your own space when sitting on chairs.
- Reframe from talking, laughing, joking, poking each other especially when the stage performance is going on.
- Whistling, yelling and making catcalls are definitely not the forms of appreciation, so must be avoided.
- Do not sing/dance along while watching the program.
- Always clap at the end of the performance.
- No food or drinks is allowed inside.
- Chewing gums and candies are absolutely prohibited inside the auditorium.
- Do not carry pieces of papers etc., to the auditorium/ seminar halls.
- The student audience must keep waiting (being seated) in completion of program, until the chief guest/ Guest of honor leaves the hall.
- When asked to exit, getup and leave as instructed by incharge, do not create pandemonium.
- Mobile phones should be switched off or kept in silent mode before entering the hall.

ii. HOD:

The respective HOD ensures the program conducted systematically and also take the responsibility of allotted all along with faculty/requester.

iii. Principal:

The principal shall overall see the conduction of program and also take the responsibility of all along with HOD.

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7. Consequences and Compliance

- The requestor/faculty shall inform immediately for cancellation of the program to ADSA.
- Any breakage/ damage of the assets (chairs, audio/video system, wall paintings, etc.) of respective halls.

8. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

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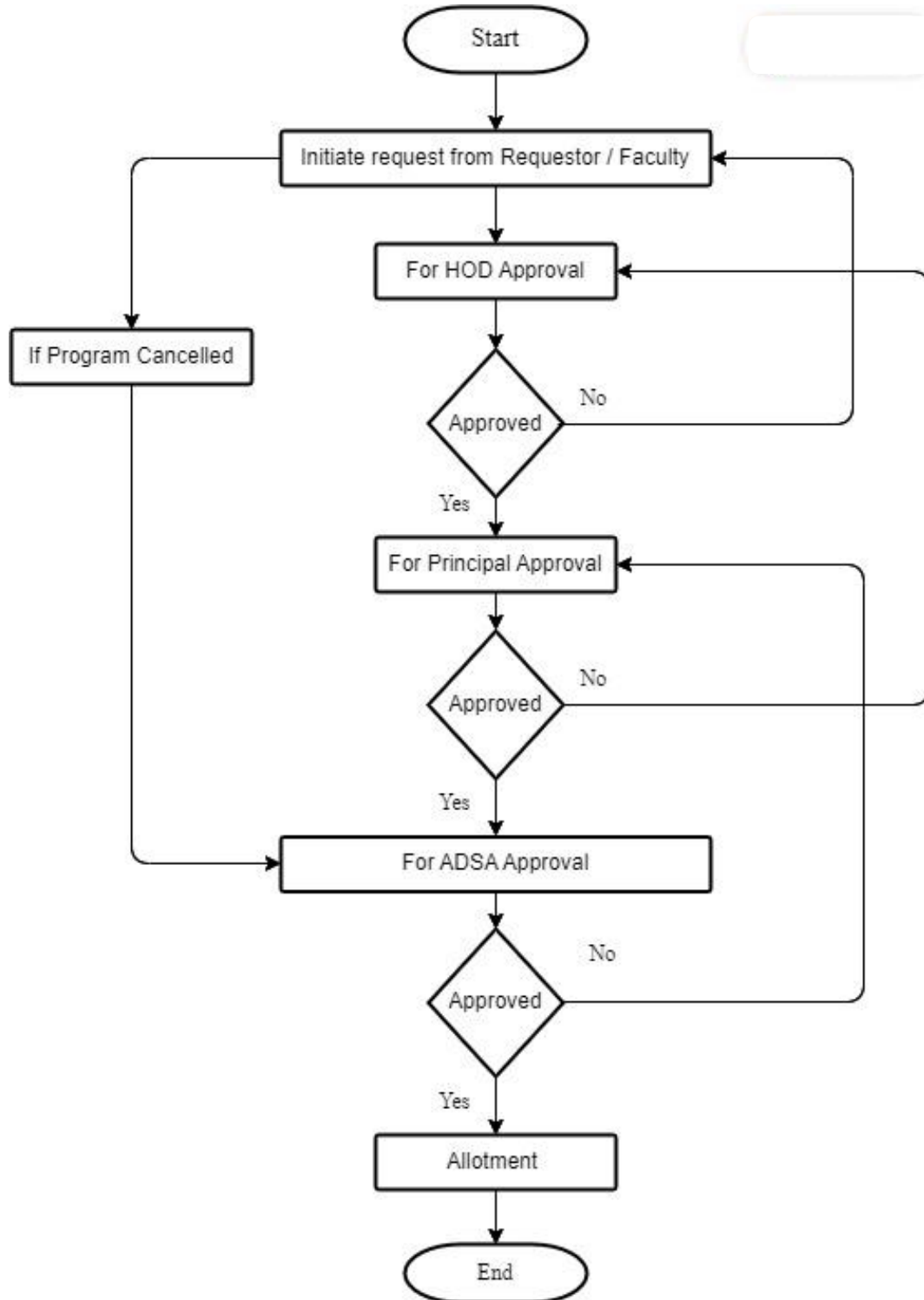
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9. Flow Chart

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10. Annexures

ANNEXURE-1

From:	To
Name:	The Assistant Director Student Activities
Dept:	Acharya Institutes
College:	
Mobile:	
Email:	

Dear Sir, our department is organizing _____ on _____ for _____ staff / student. Hence, I request to reserve/ allot the _____ hall. This is for your kind information and necessary action.

Mandatory Remarks and Signatures of the concerned	
HOD: _____	Signature
Principal: _____	Signature

Signature of Requestor/Faculty:	Remarks:
	Signature of ADSA:

FOR OFFICE USE ONLY

_____ Hall is reserved for _____	Accepted by Requestor/Faculty
Signature:	Signature

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ANNEXURE 2

SL.NO	HALLS	SEATING CAPACITY
1	Auditorium	350
2	ANA Block Seminar Hall	100
3	CS Block Seminar Hall	70
4	MBA Block	120
5	Mechanical Block Seminar Hall	70
6	EC Block Seminar Hall	100
7	AIGS Seminar Hall	150
8	Nursing Seminar Hall	100
9	Physiotherapy Seminar Hall	100
10	Library Seminar Hall	50

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