

ONLINE PROCEDURE FOR COMMON VENUES BOOKING & CANCELLATION

Appendix "C" to CU/PB/A&M/SoP/2 of 2021



DETAILS OF VENUES FOR ONLINE BOOKING

Hall Name	Block	Capacity
Einstein Hall	Galileo	200
Exploretorium (Auditorium)	Exploretorium	800
Faraday hall	Edison	193 (Earlier known as MOOC Hall)
Pierre Hall	Le Corbusier	120
Plato Hall	Square ONE	(Total Capacity 120), (With Round Table 96), (Without Round Table 24)
Pulitzer Hall	Picasso	193
Sun Hall	Turing	200
Warren Buffett Hall	Fleming	150
D' Art Gallery & Chitkara Spectacles can also be booked online		

Cont'd...

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LOUNGE	BLOCK	CAPACITY
Faculty Lounge	Ground Floor, Galileo Block	20
Picasso Lounge (Placement Area)	Ground Floor Picasso Block	10
Tesla Lounge	Basement , Tesla Block	10
Explore Lounge	First Floor , Exploretorium	20
For Plato Lounge and Conference Room – please liaise with CAAN team		
For Pierre Lounge –please liaise with CSPA		

	Conference Room Name	Block	Capacity
1	CURIE Hall (Conference Room)	Edison	16 chairs (30 including settees)
2	Picasso Conference Room	Picasso	11
3	Jupiter Conference Room	Turing	8
4	Explorelounge Conference Room	Explorelounge	16
5	Uranus Conference Room	Turing	10

For Studio 401 the booking process is mentioned in Slide No. 20



Faculty Development Program on Modelling & Simulation of Drones

December 23, 2019

To strengthen the professional development of its faculty members, the Dept. of Mechatronics Engineering,...



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DASHBOARD

Booking

Total Requests

1

Approved Requests

1

Pending Requests

0

https://storehk.chitkara.edu.in/inventory/booking/booking.php

The halls/venues available in campus are:

Halls

Name	Building	Capacity
Pierre Hall	Le Corbusier	120
Curie Hall	Edison	16(35)
Faraday Hall	Edison	150
Mooc hall	Edison	193
Pulitzer Hall	Picasso	193
Einstein Hall	Galileo	200
Warren Buffett Hall	Fleming	150
Sun Hall	Turing	200
Moon hall	Escoffier	15
Exploreorium	Exploreorium	771
Plato Hall	Square One	Total Capacity 120 With Round Table 96 Without Round Table 24

Lounges

Name	Building	Capacity
Faculty Lounge	Galileo	30
Explore Lounge	Exploreorium	35
Tesla Lounge	Tesla	10
CSPA Lounge	Le Corbusier	10
OAT	Le Corbusier	Below 200
Main Stage	Alfa Zone	1000+
Stage	Sports Arena	5000+

Stage

Name	Building	Capacity
OAT	Le Corbusier	500
Main Stage	Alfa Zone	6000
Stage	Sports Arena	7000+

Your choice of hall/lounge may be mentioned in the remarks column.

Instructions:

1. Please book the facility atleast 48 hours before your scheduled activity.
2. Booking online does not guarantee the confirmation of allocation of the facility to you. Please wait for the final confirmation in this regard from the concerned office.
3. Your booking may be modified/cancelled owing to some special circumstances. An intimation in that regard will be sent across to the end user.
4. Please be elaborative while filling in the information required for the 'Additional Requirements (Specific arrangements).'

Continue

HALL / VENUE BOOKING

Dashboard

Listing

HALL / VENUE BOOKING FORM

Co-Ordinator's Name

Co-Ordinator's Contact No.

College / School / Department Name

Event Name

VIP Guest(s), If any (Kindly provide Name and Designation)

+Add More

#	From Date/Time	To Date/Time	No. of Students	No. of Internal Guest	No. of External Guest	SPOC Name	SPOC Contact No.	SPOC Email	Remarks If any
1	mm/dd/yyyy Hours Minutes Hours 00	mm/dd/yyyy Hours Minutes Hours 00				NAME	CONTA	EMAIL	Remarks

Additional Requirement (Specific Arrangement)

☐ Are you sure declare information correct.

SUBMIT

If for the **same** event ,more than 1 venue is required, use the “**Add More**” option.

ADDITIONAL REQUIREMENTS FOR THE EVENT-1

- Make sure that all additional requirements / arrangements **required from Admin** for the event **in the hall** are mentioned in this column (Refer next slide).
 - This **DOES NOT** include demands of refreshments, gifts, IT or electrical support. These demands may be taken up on mail with the concerned departments.

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Master System - Dashboar
Hall / Venue Booking
Settings - Customize fonts
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storehk.chitkara.edu.in/inventory/booking/booking.php

HALL / VENUE BOOKING
Dashboard
Listing

HALL / VENUE BOOKING FORM

Co-Ordinator's Name
Co-Ordinator's Contact No.
College / School / Department Name
Event Name

VIP Guest(s), If any (Kindly provide Name and Designation)
+Add More

#	From Date/Time	To Date/Time	No. of Students	No. of Internal Guest	No. of External Guest	SPOC Name	SPOC Contact No.	SPOC Email	Remarks If any
1	mm/dd/yyyy Hours Minutes Hours 00	mm/dd/yyyy Hours Minutes Hours 00				NAME	CONTA	EMAIL	Remarks

Additional Requirement (Specific Arrangement)

☐ Are you sure declare information correct.

SUBMIT

Requirements inside the hall to be mentioned here.
For e.g., need hall with round table arrangement,
Request display board in hall etc.,

ADDITIONAL REQUIREMENTS FOR THE EVENT-2

- Make sure that all additional requirements / arrangements **required** for the event **other than in the said hall** are mentioned in this column (refer next slide).
 - For e.g.
 - (a) “May I Help You” Counter at Gate – 2 chairs and 1 Table
 - (b) Display boards outside Turing Building

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Hall / Venue Booking

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HALL / VENUE BOOKING

Dashboard

Listing

HALL / VENUE BOOKING FORM

Co-Ordinator's Name

Co-Ordinator's Contact No.

College / School / Department Name

Event Name

XYZ

XYZ

XYZ

XYZ

VIP Guest(s), If any (Kindly provide Name and Designation)

+Add More

#	From Date/Time	To Date/Time	No. of Students	No. of Internal Guest	No. of External Guest	SPOC Name	SPOC Contact No.	SPOC Email	Remarks If any
1	<div>10-12-2019</div> <div> <div>Hours</div> <div>Minutes</div> <div>6</div> <div>00</div> </div>	<div>10-12-2019</div> <div> <div>Hours</div> <div>Minutes</div> <div>8</div> <div>00</div> </div>	1	2	3	XYZ	XYZ	XYZ	XYZ

Additional Requirement (Specific Arrangement)

XYZ

☒ Are you sure declare information correct.

SUBMIT

For "May I Help You counters", 2 Tables and chairs at Main Gate.

2 Registration tables and 4 chairs in front of Edison Lobby.

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HALL / VENUE BOOKING

Dashboard

Add Booking

HALL / VENUE BOOKING FORM

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	XYZ	XYZ	XYZ	XYZ	CSV
2	Jagdeep	9855554377	Maintenance	DJ Night	CSV

Export to Excel

REPLY ON BOOKING



Fwd: New Applicati x Master System - De x Hall / Venue Booki x Master System - Si x Settings x

mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcgxwGCHCcljPrNPnkxfhNXWwWsXfj

Gmail Search mail

Compose

Inbox 19

Starred

Snoozed

Important

Sent

Drafts 11

More

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HALL BOOKING

Dear Sir/Mam,

Reference your request for a venue.
Kindly note the following:

Venue/Block :	Faraday Hall/Edison
Floor:	Ground floor
Co-Ordinator Name:	Jagdeep
Co-Ordinator Contact No:	9855554377
College / School / Department Name:	Maintenance
Event Name:	DJ Night
Additional Requirement For Event:	Registration desk - 2
Admin Remarks :	will be provided

SPOC Details:-

Sr. No.	Date(s) and Time Slot	No. of Students	No. of Internal Guest	No. of External Guest	Event SPOC Name	Event SPOC Contact No.	Event SPOC Email	Additional Requirement in Hall	Admin Remarks
1	2019-12-12 (10:00) - 2019-12-12 (13:00)	15	10	05	Raminder	9803422028	raminder.sharma@chitkara.edu.in	Round table - 2	not provided

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Hall / Venue Booking

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HALL / VENUE BOOKING

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Add Booking

HALL / VENUE BOOKING FORM

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	Jagdeep	9855554377	Maintenance	DJ Night	<div>CSV</div>

In case booking is required for another event, go back to booking once again.

https://storehk.chitkara.edu.in/inventory/booking/booking.php#

CANCELLATION OF VENUE BOOKING

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In case the venue requirement for the event needs to be cancelled, kindly click on the **cancel** button.

All related arrangements may also need to be cancelled. For this, please liaise with the concerned departments on mail.

Search results - charanjeet.singh(x)

Hall / Venue Booking x

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storehk.chitkara.edu.in/inventory/booking/booking.php?hallId=c12e580e156caf8076689b903d1a992cc82f8d597e83676e8...

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HALL / VENUE BOOKING

DashboardAdd Booking

HALL / VENUE BOOKING FORM

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	Charanjeet Singh	8847477745	Maint	Meeting	<div>CSVCancelDELETE</div>

Option for cancellation of event through online process

2:56 PM 28/04/21

Search results - charanjeet.singh

Hall / Venue Booking

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HALL / VENUE BOOKING

Dashboard

Add Booking

storehk.chitkara.edu.in says

Cancel Successfully

OK

HALL / VENUE BOOKING FORM

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	Charanjeet Singh	8847477745	Maint	Meeting	<div>CSV</div> <div>Cancel</div>

3:00 PM

28/04/21

BOOKING OF STUDIO 401



Erstwhile Faraday hall, (at Edison block, ground floor) has been converted as our e-lounge. This is known as Studio 401

This venue is used for addressing audience in a large strength or for certain specific webinars/ virtual MOUs.

Demands for use of this lounge may be taken up on mail with IT team marking Administration team also in cc.

In case any specific arrangements/ set-up is required for the session, the same needs to be confirmed to Administration in advance.