



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
शैक्षणिक अनुभाग / ACADEMIC SECTION

No. Acad/UG/booking/central/01

Date: 20.02.2025

Notice

The undersigned is to convey that the competent authority has been pleased to approve the launching of a new Classroom Booking Module in the ERP system by the Academic Section, designed to streamline the process of reserving classrooms for academic activities, meetings, and other events.

The Key Features of the New Classroom Booking Module that user can directly avail as follows:

| # | Facilities |
|---|---|
| 1 | Raise a request for extra class/event in classroom through your ERP login based on size and preferred time slots. |
| 2 | Check the availability of classrooms in real time to avoid conflicts and ensure smooth scheduling. |
| 3 | Download permission memo from their ERP logging on approval. |
| 4 | Automatically notified to all stakeholder through their email. |
| 5 | Online payment of room booking fee by the user. |

All rules & regulations regarding classroom booking shall be as per the existing office order no. Estt/617/2018 dated 04.10.2018 and Estt/721/2018 dated 06.12.2018.

All classroom bookings will be managed through the ERP system effective immediately. We encourage everyone to familiarize themselves with the new module to ensure a smooth transition. The flowchart attached herewith may be considered as per the guidelines for availing this facility.

For any queries, please contact ERP cell.


Registrar

To,

1. All Deans/Associate Deans
2. All Heads of the Department/ Centre/School/ Unit
3. All Chairpersons/Chairmen/ Professors-in Charge
4. President, TSG
5. All Wardens, Halls of Residence
6. All Joint Registrars/Deputy Registrars/Assistant Registrars/Administrative Officers
7. Secretary to Director
8. Secretary to Deputy Director's office
9. Secretary to Registrar's office
10. Apna IIT KGP



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No. Estt / 617 / 2018 Dated October 04, 2018

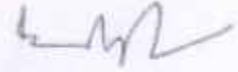
The undersigned is to convey that the Institute has revised the tariffs for booking of Class Rooms, Halls and Auditorium at Nalanda Complex, SR Complex and Old Academic Complex for Employees / Students / Insider / outsider / Private Party as per the details given in the table. The revised tariffs will be applicable with immediate effect.

| Tariff for Auditorium, Hall and Class Room | | | | | | | |
|--|--|------------------|--------------------------------|------------------------------|-------------|----------------------------------|-------------|
| S. No | Name of the Auditorium / Hall / Class Room | Seating Capacity | Existing charges (in Rs.) | Revised charges (in Rs.) | | | |
| | | | | For outsider / Private Party | | For Employees & Students/Insider | |
| | | | | for 4 hours | for 8 hours | for 4 hours | for 8 hours |
| 1 | Kalidas Auditorium | 800 | 5000 per day | 8000 | 12000 | 5000 | 8000 |
| 2 | Netaji Auditorium | 900 | 2000 per every 4 hrs (with AC) | 8000 | 12000 | 5000 | 8000 |
| 3 | Gargi/Maitrayee Hall | 120 | 2000 per day | 3000 | 4500 | 2000 | 3000 |
| 4 | Bhatnagar / Raman Auditorium | 300 | Nil | 3000 | 4500 | 2000 | 3000 |
| 5 | VI / V2 Class Room | 359 | Nil | 3000 | 4500 | 2000 | 3000 |
| 6 | V3 / V 4 Class Room | 179 | Nil | 2000 | 3000 | 1500 | 2500 |
| 7 | S N Bose Auditorium | 200 | 200 per hr | 2000 | 3000 | 1500 | 2500 |
| 8 | Nalanda Class Room (up to 4 rooms with AC) | 4*120 or 240 | Nil | 8000 | 12000 | 5000 | 8000 |
| 9 | Nalanda Class Room (per room without AC) | 120 | Nil | 1000 | 1500 | 500 | 800 |
| 10 | Vikramshila Foyer | - | No separate charges | 2500 | 3500 | 1500 | 2500 |

Guidelines for booking of Auditoriums / Halls / Class Rooms

1. The applicant has to apply for booking of the Class Rooms, Halls and Auditoriums in the prescribed form as enclosed in annexure-I and they should abide by the terms & conditions of the booking.
2. For booking the application should be forwarded through the concerned Head of the Department / School / Centre / Units / Section / Office and Deputy Registrar (Academic) / Vice-Chairman (TFS) as the case may be in the prescribed form and it should be submitted to Deputy Registrar (E) for further processing / booking.

3. A surety from the employees of the Institute may be obtained in case if the booking request is made from outside / private party.
4. The tariff as given in the table above may be enhanced @10% every year and suitable damage charges shall be recovered from the applicant for damage of the Institute property, if any, during the function / booking period.



कुलसचिव / Registrar

Encl : As stated above

Copy to :

1. All Deans
2. All Head of the Departments/ Centres / Schools / Sections / Units
3. All Chairmen/ Chairpersons / Professors-in-Charge
4. Chairman, Hall Management Centre
5. Librarian, Central Library
6. Head, B.C. Roy Technology Hospital
7. President/Vice-President, Technology Students' Gymkhana
8. All Wardens / Assistant Wardens, Halls of Residence
9. Chief Engineer/All Superintending Engineers
10. Joint Registrar (S&P)
11. All Senior Executive Engineer / Executive Engineers / Engineers
12. All Deputy Registrars /Assistant Registrars / Executive Officers
13. Security Officer
14. Secretary to Director
15. Secretary, Deputy Director's Office
16. Secretary, Registrar's Office
17. Office Order File



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No. Estt / 72A / 2018 Dated December 06, 2018

Further to the Office Order No. Estt / 617 / 2018 dated 04.10.2018 regarding the tariffs and guidelines for booking of Class Rooms, Halls and Auditoriums, the undersigned is to convey the following revision in guidelines / modalities for smooth functioning.

1. Booking of Class Rooms (Air-Conditioned and Non-Air-Conditioned) including Raman and Bhatnagar Auditoriums in the Main Building, Nalanda Class Room Complex and V1, V2, V3 & V4 of Vikramshila Complex shall be made by the Academic Section. The request for booking in the prescribed format to be submitted to Deputy Registrar (Academic) / Assistant Registrar (UGS) for further processing.
2. Booking of Tagore Open Air Theatre (TOAT), Netaji Auditorium, S.N.Bose Auditorium, Kalidas Auditorium, Gargi / Maitrayee Hall and Vikramshila Foyer shall be made by the Establishment Section. The request for booking in the prescribed format to be submitted to Deputy Registrar (Establishment) / Assistant Registrar (E-III) for further processing. However, requests for booking for Netaji Auditorium should be routed through Vice-Chairman, IFS while booking for S.N.Bose Auditorium should be routed through Assistant Registrar (CDC) / Executive Officer (CDC).
3. No Charges shall be levied for booking of Class Rooms for additional classes, test, Quizz and similar activities requisitioned by the faculty members of the Institute.
4. Booking of Auditoria / Class Rooms for students' activities shall be made in the prescribed format by the students through Dean (SA) / President TSG. Booking charges for Air-Conditioned Auditoria / Class Rooms shall be waived on specific recommendation from the Dean (SA) / President, TSG.
5. Requisition for booking to be submitted well in advance preferably before 7 days. No request for booking will be accepted beyond normal office hours / Saturdays/ Sundays/Holidays.
6. The other terms of reference shall remain same as communicated vide Office Order No. Estt / 617 / 2018 dated 04.10.2018.
7. The booking for the Auditorium of IIT Kharagpur Bhubaneswar Campus shall be made by the office of PIC, IIT Kharagpur Bhubaneswar Campus and Class Rooms S-301/S-302 shall be made by the Academic Section.

Contd (P/2)...

The charges for booking of Auditorium at IIT Kharagpur Bhubaneswar Campus and Class Rooms S-301 / S-302 are as follows.

| Name of Auditorium | Revised Charge | | | |
|--|------------------------------|-------------|------------------------------------|-------------|
| | For Outsider / Private Party | | For Employees / Students / Insider | |
| | For 04 hours | For 8 hours | For 4 hours | For 8 hours |
| Auditorium of IIT Kharagpur Bhubaneswar Campus | Rs. 8000/- | Rs.12000/- | Rs.5000/- | Rs.8000/- |
| S-301/S-302 Class Rooms | Rs.2000/- | Rs.3000/- | Rs. 1500/- | Rs.2500/- |

The charges for other Auditoriums / Class Rooms / Halls of the Institute will remain same as communicated vide Office Order No. Estt / 617 / 2018 dated 04.10.2018.

This is issued with the approval of the Competent Authority.


कुलसचिव / Registrar

Encl : As stated above

Copy to :

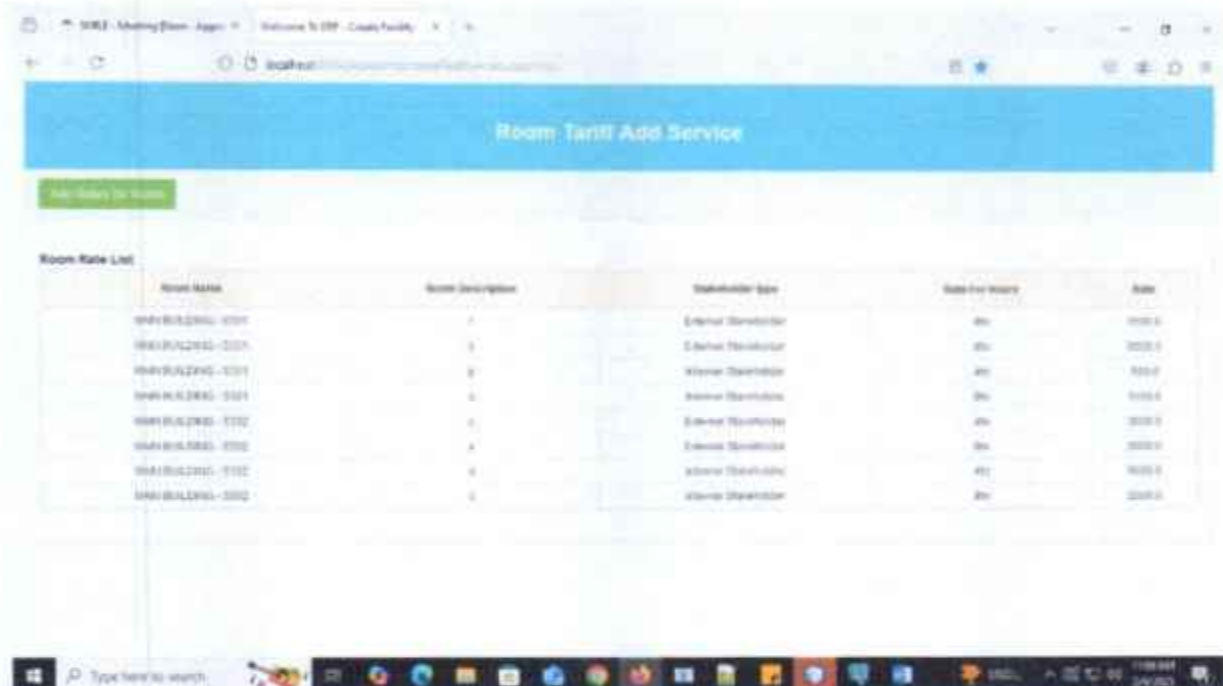
1. All Deans
2. All Head of the Departments/ Centres / Schools / Sections / Units
3. All Chairmen/ Chairpersons / Professors-in-Charge
4. Chairman, Hall Management Centre
5. Librarian, Central Library
6. Head, B.C. Roy Technology Hospital
7. President/Vice-President, Technology Students' Gymkhana
8. All Wardens / Assistant Wardens, Halls of Residence
9. Chief Engineer/All Superintending Engineers
10. Joint Registrar (S&P)
11. All Senior Executive Engineer / Executive Engineers / Engineers
12. All Deputy Registrars /Assistant Registrars / Executive Officers
13. Security Officer
14. Secretary to Director
15. Secretary, Deputy Director's Office
16. Secretary, Registrar's Office
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Screen to add Room rate:

PURPOSE : To add Rate for a Room

User: Academic

Path: Academic ==> Facility Booking (CRF/HPC,SAATHI etc) ==> Create facility



Room Tariff Add Service

Room Rate List

| Room Rate | Room Description | Stakeholder Type | Rate for Week | Rate |
|------------------|------------------|----------------------|---------------|---------|
| SRM-BU-2000-0101 | A | External Stakeholder | 400 | 10000.0 |
| SRM-BU-2000-0101 | B | External Stakeholder | 400 | 10000.0 |
| SRM-BU-2000-0101 | B | Internal Stakeholder | 400 | 10000.0 |
| SRM-BU-2000-0101 | C | Internal Stakeholder | 400 | 10000.0 |
| SRM-BU-2000-0102 | C | External Stakeholder | 400 | 10000.0 |
| SRM-BU-2000-0102 | A | Internal Stakeholder | 400 | 10000.0 |
| SRM-BU-2000-0102 | B | Internal Stakeholder | 400 | 10000.0 |
| SRM-BU-2000-0102 | C | Internal Stakeholder | 400 | 10000.0 |

Rate can be added for Internal/External 4Hour/8 Hour

Add Tariff for Classroom/Auditorium:

Room type:

'01 Room Name: '02 Room Description: '03 Rate Applicable From: '04 Select Approving Authority:

'05 Stakeholder type: '06 Hours: '07 Rate:

[Save Room Rate](#) [Cancel](#)

Book a facility:

PURPOSE : To Allocate/Approve booking

User: Faculty, Academic section

Path: Academic ==> Facility Booking (CRF/HPC,SAATHI etc) ==> Request Facility Booking

Booking open for -

Requestion For Booking Of Auditorium/ClassRoom

Program/Function details

Program/Function Booked For: Purpose of booking:

Period of booking

From date: To date:

Start Time (12-hour format): End Time (12-hour format): Capacity:

Detail of the Auditorium/Classroom requested for booking

Classroom Type:

Requesting Member:

[Booking Rules and Regulation](#)

| <u>Period of booking</u> | | |
|-----------------------------|---------------------------|----------------------|
| From date: | To date: | |
| <input type="text"/> | <input type="text"/> | |
| Start Time (12-hour format) | End Time (12-hour format) | Capacity: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Classroom Type

select

Re

select

Department

Central

Available Services

Search

| <input type="checkbox"/> Room No | Room Description(Name-Code-Capacity) | Capacity | Other Requirement | Availability |
|----------------------------------|--|----------|---|--------------|
| <input type="checkbox"/> EE LAB | SIR J C BOSE LABORATORY COMPLEX - EE LAB - 0 | 0 | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITARY | vacant |
| <input type="checkbox"/> F127 | MAIN BUILDING - F127 - 132 | 132 | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITARY | vacant |
| <input type="checkbox"/> F131 | MAIN BUILDING - F131 - 70 | 70 | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITARY | vacant |
| <input type="checkbox"/> F132 | MAIN BUILDING - F132 - 70 | 70 | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITARY | vacant |
| <input type="checkbox"/> F142 | MAIN BUILDING - F142 - 206 | 206 | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITARY | vacant |
| <input type="checkbox"/> F232 | MAIN BUILDING - F232 - 132 | 132 | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL | vacant |

Add Selected Rooms

Close

If user do not request weaver can see the estimated amount to pay.

Like in this case user requested for S301.

For internal user each day up to 4 hours booking user need to pay Rs.500. So for booking from 7th to 13th, for the time 10:00am to 12:00(2 hours each day) internal user need to pay $(500*7)=Rs\ 3500$.

If user request for weaver then need to provide reason for requesting weaver.

Requesting Weaver ☒No ☐Yes

Estimated amount(May vary):

3500

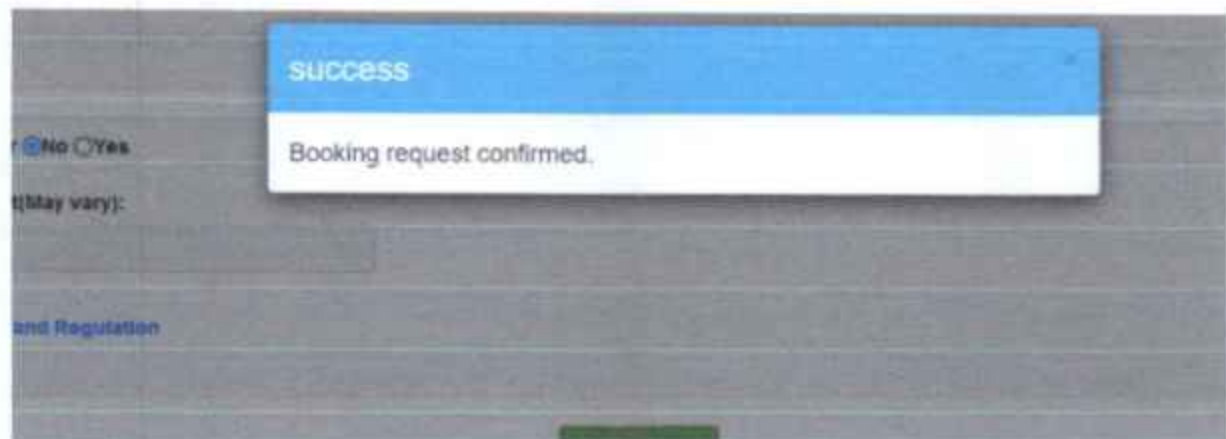
[Booking Rules and Regulation](#)

Once saved user can see the initiated booking and its status in the table below.

| Purpose of Booking | Booking ID | From Date - To Date | Start Time - End Time | Booking Status | Allocation Status | Booking Details |
|--------------------|--|-----------------------|-----------------------|----------------|-------------------|---|
| Test | Booking created 2024-02-05 09:08:46:12 | 09-02-2025 17-02-2025 | 09:00 - 12:00 | Pending | | <input checked="" type="checkbox"/> Edit booking <input checked="" type="checkbox"/> Confirm booking <input checked="" type="checkbox"/> Delete booking |

User can edit/confirm/delete the request after booking.

After confirmation booking request will be send to respective authority for allocation.



Approval:

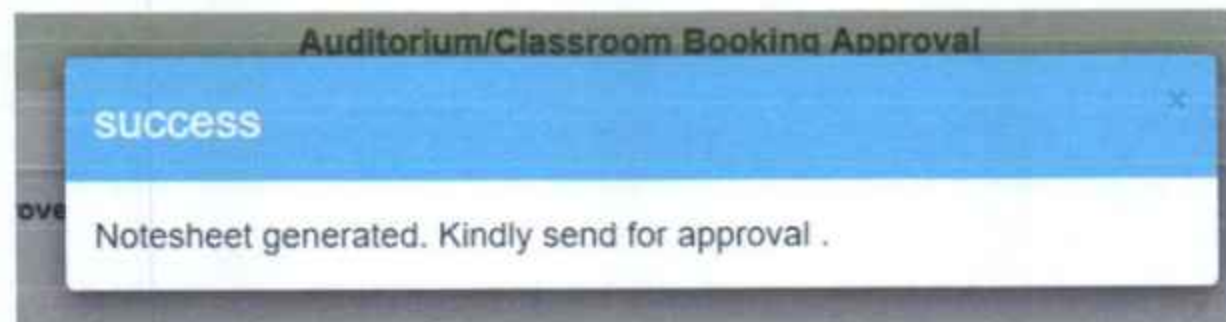
User: Academic section

PURPOSE : To Allocate/Approve booking

Path: Academic ==> Facility Booking (CRF/HPC,SAATHI etc) ==> Facility service booking

| | | | | | | | |
|------------|-----------------------|------|--|-----------------------|---------------|---------|---|
| 09/02/2025 | 09-02-2025 17-02-2025 | Test | Booking created 2024-02-05 09:08:46:12 | 09-02-2025 17-02-2025 | 09:00 - 12:00 | Pending | <input checked="" type="checkbox"/> Edit booking <input checked="" type="checkbox"/> Confirm booking <input checked="" type="checkbox"/> Delete booking |
|------------|-----------------------|------|--|-----------------------|---------------|---------|---|

Academic section generate note sheet and then proceed for allocation.



Generated notesheet:

Indian Institute of Technology Kharagpur

ACADEMIC SECTION

Booking No: Booking/central/2024-2025/SPRING/32

Date : 06.02.2025

Placed below is the requisition(s) received for booking of Class Rooms(s) Auditorium(s) for conducting assignment(s) as mentioned herewith.

| Details of Booking | Whether Chargeable or not | Willingness of the Indentor to pay charges |
|--|---------------------------|--|
| Indentor: Professor Chittaranjan Mandal Purpose: test | Y | Y |
| Room/Auditorium | Date | Time |
| S301 | 07.02.2025 - 13.02.2025 | 10:00 - 12:00 |

Submitted for consideration please.

Assistant Registrar(Acad)

Deputy Registrar(Acad)

Co-ordinating Dean Registrar

Close

By clicking on 'Allocate room' Academic section can see the requested rooms and available rooms.

AUDITORIUM/CLASSROOM BOOKING APPROVAL

Booking Id:
 Requested Capacity:
 Requested waiver: ☐

Search  

| <input type="checkbox"/> Room No | Room Description(Name-Code-Capacity) | Capacity | Request Status | Other Requirement | Availability | Allocate |
|----------------------------------|--|----------|----------------|---|--------------|--------------------------|
| <input type="checkbox"/> S301 | MAIN BUILDING - S301 - 300 | 300 | Requested | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITORY | vacant | Allocate |
| <input type="checkbox"/> EE LAB | SIR J C BOSE LABORATORY COMPLEX - EE LAB - 0 | 0 | Not requested | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITORY | vacant | Allocate |
| <input type="checkbox"/> F127 | MAIN BUILDING - F127 - 132 | 132 | Not requested | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITORY | vacant | Allocate |
| <input type="checkbox"/> F131 | MAIN BUILDING - F131 - 70 | 70 | Not requested | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITORY | vacant | Allocate |
| <input type="checkbox"/> F132 | MAIN BUILDING - F132 - 70 | 70 | Not requested | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITORY | vacant | Allocate |

[Allocate bulk room](#)
[Complete allocation](#)
[Close](#)

Academic section need to allocate room. Room can be allocated as per request or academic section can allocate other room also depending on availability.

[Allocate bulk room](#)
[Complete allocation](#)
[Close](#)

After allocation academic section can see the detail.

| <input type="checkbox"/> Room No | Room Description(Name-Code-Capacity) | Capacity | Request Status | Other Requirement | Availability | Allocate |
|----------------------------------|--|----------|----------------|---|--------------|--------------------------------|
| <input type="checkbox"/> F110 | MAIN BUILDING - F110 - 294 | 294 | Requested | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITORY | Occupied | Allocated F110 |
| <input type="checkbox"/> EE LAB | SIR J C BOSE LABORATORY COMPLEX - EE LAB - 0 | 0 | Not requested | <input type="checkbox"/> AC <input type="checkbox"/> AUDIO VISUAL <input type="checkbox"/> SANITORY | vacant | Allocate |

After allocation academic section need to complete allocation to generate Memo.

Allocate bulk room

Complete allocation

Close

Auditorium/Classroom Booking Approval

Success

Allocation marked completed and MEMO generated. Kindly check in 'Approved List' Tab

Purpose of booking

Booking id

From Date - To Date

Start Time -

Generated Memo:

1 of 1 Automatic Zoom

Indian Institute of Technology Kharagpur

ACADEMIC SECTION

Booking No: Booking/central/2024-2025/SPRING-32
Date : 06.02.2025

MEMO

The undersigned has been directed to convey the approval of the competent authority that the following class room(s)/Auditorium(s) is/are allotted as per requirements submitted by Chittaranjan Mandal, Professor, for the purpose of: test

| Room/Auditoriums | Date | Time | Other Requirements |
|------------------|-------------------------|---------------|--------------------|
| S301 | 07-02-2025 - 13-02-2025 | 10:00 - 12:00 | aud.ac. |

(For availing the Audio-Visual facility separate requisition need to send)

Further, it is requested that Room(s) are to be handed over in clean condition after usage, so that it can be allocated to other users. For cleaning support you may contact Executive Engineer (Sanitary Section).

The Services of the Audio Visual Cell, PCs, Multimedia etc. if required, are subject to a separate requisition by the user directly.

Sd/-