



## CONFERENCE HALL

The **Conference Hall** with a seating capacity of 450, serves as a regular venue for workshops, national conferences, co-curricular, extracurricular, and sports events. It is spacious, well ventilated, and well furnished with chairs, fans, an audio system, and projectors. It provides ample opportunities for the staff and students to exhibit their talents during the college's cultural and sports events.



  
PRINCIPAL  
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SRI BHAGAWAN MAHAVEER JAIN  
FIRST GRADE COLLEGE  
Geetha Road, Robertsonpet, K.G.F., 563122



### **Guidelines for the Booking / Usage of Conference Hall**

Apart from the internal usage, due to the strategic advantage of the campus being centrally located, it is often preferred location for housing many events on the campus. The Institute is committed to provide a safe, clean, well-functioning environment for all the users of the facilities.

1. Support the academic programmes and mission of the college.
2. Advance the interests of the college.
3. Benefit student community.
4. Provide opportunity for community welfare and outreach.

#### **Policy and Procedure:**

The policy lays down the following guidelines and procedure for booking, use and its maintenance.

1. The requests for using facilities will be considered on a first-come-first serve Basis subject to the need of the facility for higher priority college use.
2. Priority is extended to internal campus events over external.
3. Priority is extended to events that are of appropriate size and scope for the requested space.
4. Priority is extended to events that are scheduled and planned with most advance lead time.
5. Tentative bookings shall be treated as cancelled if not confirmed within a week's time.
6. Bookings may be done up to one month in advance and in least case at least a week before the planned date.
8. All in-house bookings or requisitions for use shall be made to the Principal through the IQAC during the college working hours.
9. Approval and confirmation by the Principal must be received before an event is planned and publicized.
10. Prospective users should be prepared to furnish the following information on obtaining the required permission for its usage.
12. The organizer may kindly confirm the booking of venue and the approval before the date of event.
13. The college has an absolute pre-emptive priority over individuals or organizations and reserves right to cancel, postpone or alter facility reservations for any event when necessary.
14. Facilities Use Policies and Guidelines are subject to change from time-to-time as and when required.

15. Venue facilities can be used from 9:00 AM to 4:00 PM. Usage beyond the said timings can be made by seeking special permission from the Principal.
16. With a view to ensure life safety of the facilities and preserve the heritage of the hall, the methods for placing decorations, exhibits and displays shall be limited and will require advance approval by the Principal.
17. 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.
18. The Organizer / In-charge staff of the programme will be responsible for any damage caused to the Conference Hall, furniture, equipment, etc. the organizer is required to ensure that once the event/ programme is over, the venue is checked by the non-teaching staff of the IQAC.
19. If it becomes necessary to cancel the reservation of booking, then the organizer shall at the very earliest intimate it to the IQAC.

  
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# Sri Bhagawan Mahaveer Jain College

Accredited by NAAC 'B' Grade  
Geetha Road, Robertsonpet, K.G.F.-563 122.

## Academic Resource Group

(Booking Form for Auditorium / AV Room / Conference Hall / Smart Class)

### Contact Information

Booking Date: 2023

Faculty Name and ID No.	Dr. B.K. Manjula	69
Department	Kannada	

### Event Details

Name of the Event / Class	Kannada Fest	
Cultural / Competition	Cultural	
Workshop / Seminar / Conference	—	
Day & Date Requested	04th January, 2023	
Time Requested (Start & Finish Time)	8:30 AM to 2:00 PM	
Venue	Auditorium / AV Room / Conference Hall / Smart Class	
Number of Guests / Attendees / Students	04	150

### EQUIPMENTS REQUIRED (Please TICK)

PC	<input checked="" type="checkbox"/>	Audio System	<input checked="" type="checkbox"/>
LCD Projector	<input type="checkbox"/>	Photographer	<input checked="" type="checkbox"/>
Mike	<input checked="" type="checkbox"/>	Chairs (No's)	150
Guest Table	02	Guest Chairs	04

Any other special requirements to be required:

Flower vase, Table cloth, Tray, Rangoli powder  
Flowers, Lamp.

Faculty Signature

AVAILABILITY AND STATUS REPORT

Dean - ARG

Principal

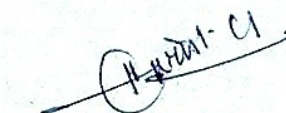
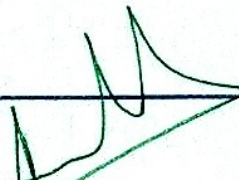



# Sri Bhagawan Mahaveer Jain College

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## Academic Resource Group

(Booking Form for Auditorium / AV Room / Conference Hall / Smart Class)

Contact Information		Booking Date: 06/09/2023	
Faculty Name and ID No.	Hansh G / 58	06/09/23	
Department	Commerce		
Event Details			
Name of the Event / Class	Eeshaay Awards		
Cultural / Competition			
Workshop / Seminar / Conference			
Day & Date Requested	Friday & Saturday 8 <sup>th</sup> & 9 <sup>th</sup> Sept 2023		
Time Requested (Start & Finish Time)	9:00 Am to 4:30 Pm.		
Venue	Auditorium / AV Room / <u>Conference Hall</u> / Smart Class		
Number of Guests / Attendees / Students	30.	-	200.
EQUIPMENTS REQUIRED (Please TICK)			
PC	<input checked="" type="checkbox"/>	Audio System	<input checked="" type="checkbox"/>
LCD Projector	<input checked="" type="checkbox"/>	Photographer	<input checked="" type="checkbox"/>
Mike	<input checked="" type="checkbox"/>	Chairs (No's)	200.
Guest Table	<input checked="" type="checkbox"/>	Guest Chairs	- 30 -
Any other special requirements to be required: Water bottle - -05; Name plate, 2 Nos Boquets,			
			 Faculty Signature
AVAILABILITY AND STATUS REPORT			
 Principal		 Dean ARG	



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## Academic Resource Group

(Booking Form for Auditorium / AV Room / Conference Hall / Smart Class)

### Contact Information

Booking Date: 2023

Faculty Name and ID No.

L. Jayarandian

Department

ZIQAAC

### Event Details

Name of the Event / Class

Drug awareness program

Cultural / Competition

Workshop / Seminar / Conference

Day & Date Requested

30/12/2023

Time Requested (Start & Finish Time)

9:30 - 1:30

Venue

Auditorium / AV Room / Conference Hall / Smart Class

Number of Guests / Attendees / Students

05

### EQUIPMENTS REQUIRED (Please TICK)

PC

Audio System

LCD Projector

Photographer

Mike

Chairs (No's) 05

Guest Table

Guest Chairs

Any other special requirements to be required:

- 1) One fruit bowl
- 2) 5 memo's
- 3) 5 water bottle

- 4) five coffee/tea
- 5) 5 roses

Faculty Signature

AVAILABILITY AND STATUS REPORT

Principal

Dean - ARG