



## SEMINAR HALL

**Seminar Hall**, located within the college premises, has a seating capacity of 200 and serves as a regular venue for workshops, seminars, and conferences. It is spacious, well ventilated, and has a well-furnished hall. It has all the facilities to enhance the learning process and serves the varied requirements of quality education. LCD projectors, screens, speakers, and WI-Fi facilities provide ample opportunities for the staff and students to exhibit their talents. It is also the venue for many programmes like course orientations, inspirational talks, FDPs, and placement training programmes. Seminar Hall is allotted for various program's based on advance booking.





### **Guidelines for the Booking / Usage of Seminar 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 preemptive 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 seminar 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.

  
**PRINCIPAL**  
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 **SRI BHAGAWAN MAHAVEER JAIN**  
**FIRST GRADE COLLEGE**  
Geetha Road, Robertsoo, K.G.F., 583112



# 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: 7/9/2023

Faculty Name and ID No.

Jeevitha . n

76

Department

physical science

### Event Details

Name of the Event / Class

Fresher's Day

Cultural / Competition

cultural

Workshop / Seminar / Conference

-

Day & Date Requested

Tuesday 12/09/2023

Time Requested (Start & Finish Time)

9:30 am to 2:30 pm

Venue

Auditorium / AV Room / Conference Hall / Smart Class  
SEMINAR HALL

Number of Guests / Attendees / Students

08

05

60

### EQUIPMENTS REQUIRED (Please TICK)

PC

✓

Audio System

✓

LCD Projector

✓

Photographer

✓

Mike

✓

Chairs (No's)

80

Guest Table

✓

Guest Chairs

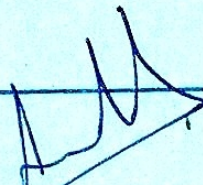
8

Any other special requirements to be required:

Lamp set, flower vase, table cloth, Rangoli  
water bottle(2), Screen

N. J. S  
Faculty Signature

### AVAILABILITY AND STATUS REPORT

  
Principal

  
Dean-ARG



# Sri Bhagawan Mahaveer Jain College

Accredited by NAAC 'B' Grade  
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## Academic Resource Group

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

Contact Information Booking Date: 17/5/23

Faculty Name and ID No.	N. PRAVEEN	76
Department	Commerce	

<b>Event Details</b>		
Name of the Event / Class	1 <sup>st</sup> B.Com	
Cultural / Competition	-	
Workshop / Seminar / Conference	-	
Day & Date Requested	Wednesday, 17/5/23	
Time Requested (Start & Finish Time)	1:30 pm to 2:30 pm	
Venue	Auditorium / AV Room / Conference Hall / Smart Class	
Number of Guests / Attendees / Students	-	50

<b>EQUIPMENTS REQUIRED (Please TICK)</b>			
PC	<input checked="" type="checkbox"/>	Audio System	<input checked="" type="checkbox"/>
LCD Projector	<input checked="" type="checkbox"/>	Photographer	<input type="checkbox"/>
Mike	<input checked="" type="checkbox"/>	Chairs (No's)	50
Guest Table	<input type="checkbox"/>	Guest Chairs	<input type="checkbox"/>

Any other special requirements to be required:

**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 :

Faculty Name and ID No. Ms. KALPANA P 5/5/2023  
Department COMPUTER SCIENCE

### Event Details

Name of the Event / Class ROTARACT CLUB  
Cultural / Competition  
~~Workshop / Seminar / Conference~~ SEMINAR  
Day & Date Requested 8/5/2023, MONDAY  
Time Requested (Start & Finish Time) 1:45 - 3:00pm  
Venue Auditorium / AV Room / Conference Hall / Smart Class  
Number of Guests / Attendees / Students Students  
100

### EQUIPMENTS REQUIRED (Please TICK)

PC  Audio System   
LCD Projector  Photographer   
Mike  Chairs (No's)   
Guest Table  Guest Chairs

Any other special requirements to be required:

TABLE CLOTH, VASE.

5/5/2023  
Faculty Signature

AVAILABILITY AND STATUS REPORT

Principal  
Dean - ARG

Principal



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## Academic Resource Group

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

### Contact Information

Booking Date: 30/12/22

Faculty Name and ID No.

Kashvi

Department

Commerce.

### Event Details

Name of the Event / Class

Job oriented course

Cultural / Competition

-

Workshop / Seminar / Conference

Workshop.

Day & Date Requested

2<sup>nd</sup> Jan 2023 - 7<sup>th</sup> Jan/2023

Time Requested (Start & Finish Time)

9:00 am - 3:30 pm.

Venue

Auditorium / AV Room / Conference Hall / Smart Class  
(SEMINAR HALL)

Number of Guests / Attendees / Students

02.

150

### EQUIPMENTS REQUIRED (Please TICK)

PC

Audio System

LCD Projector

Photographer

Mike

Chairs (No's)

200

Guest Table

Guest Chairs

2.

Any other special requirements to be required:

Two times coffee/tea.  
Water bottle daily basis for 5 members.  
lunch - 5 members for one week.

Dashmit  
Faculty Signature

### AVAILABILITY AND STATUS REPORT

Principal

Dean - ARG



# 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 : 23/12/2022	
Faculty Name and ID No.	Jeevitha - N	57	
Department	physical science		
Event Details			
Name of the Event / Class	Certificate course		
Cultural / Competition	-		
Workshop / Seminar / Conference	Workshop.		
Day & Date Requested	Mon to sat ; 26/12/2022 to 31/12/2022		
Time Requested (Start & Finish Time)	8:45 am to 3:30 pm		
Venue	Auditorium / AV Room / Conference Hall / Smart Class (SEMINAR HALL)		
Number of Guests / Attendees / Students	05	10	50

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) 80
Guest Table <input checked="" type="checkbox"/>	Guest Chairs 05

Any other special requirements to be required:  
Refreshment, Table cloth, 3 heater bottles, 3 bouquets.  
(for 6 days) (for 6 days)

N. J.   
Faculty Signature

AVAILABILITY AND STATUS REPORT	
 Principal	 Dean - ARG