

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. DyDT/01
June 30, 2022

OFFICE ORDER

Sub: Procedure for upkeep/booking of Penman Auditorium, GJLT, NLHC, OLHC and Smart Studios

With the approval of the competent authority, the following arrangements are made for upkeep, maintenance and booking of NLHC, OLHC, Penman Auditorium, GJLT and Smart Studios:

Sl. No.	Activities	Office responsible for the activities	Remarks
1.	Booking of GJLT and Penman Auditorium	O/o Dean (Administration)	Request for booking may be forwarded to Assoc. Dean (Administration) in prescribed booking form.
2.	Booking of NLHC, OLHC and Other central classrooms	O/o Dean (Academic)	Request for booking may be forwarded to Assoc. Dean (Academic – Administration and Coordination) in prescribed form.
3.	Booking of Smart Studios	PIC (OCEP)	Request for booking may be forwarded to PIC (OCEP) in prescribed form.
4.	General Maintenance of NLHC, OLHC, Penman Auditorium, GJLT and Smart Studios	O/o ECMU through Assoc. Dean (CM)	Works relating to Electrical, Civil, Sanitation, etc.

The above arrangement will be effective from 01.07.2022.



(Dheeraj Kumar)
Deputy Director

Encl: Booking Form

To:

1. Dean (Academic)/ Assoc. Dean (A&C)
2. Dean (Infrastructure)/Assoc. Dean (CM)/SE
3. Dean (Admin)/ Assoc. Dean (Admin)
4. PIC (OCEP)

Copy for information to the following:

1. Director, IIT (ISM) Dhanbad
2. All Employees & Students

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
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Booking Request Form for Penman Auditorium/ GJLT/ NLHC/ OLHC/ Smart classrooms and Studios
(For the use of Student Societies and Employees of the Institute)

Sl. No.	Particulars	To be filled by Applicant		
1.	Name of the Applicant			
2.	Admission Number / Designation			
3.	Department/Centre/Section			
4.	Name of the Society, if any			
5.	Mobile No.			
6.	Email Address			
7.	Booking Request for: (Please mark the appropriate box)	Facility to be booked (use separate forms for separate bookings)	Put a Tick mark	Concerned office/Authority
		Penman Auditorium		O/o Dean (Administration)
		GJLT		O/o Dean (Administration)
		NLHC		O/o Dean (Academic)
		OLHC		O/o Dean (Academic)
		Smart classrooms		O/o Dean (Academic)
		Studios		PIC (OCEP)
8.	Period of Booking (Please mention date and time)	From		To
9.	Purpose of Booking			

UNDERTAKING

I shall abide by the rules and regulations framed by the Institute (as printed overleaf) regarding use of the premises booked by me and will submit a signed copy of the terms and conditions of booking as a token of acceptance.

Date:

Place:

(Signature of the Applicant)

RECOMMENDED/NOT RECOMMENDED for booking of Penman Auditorium/ GJLT/ NLHC/ OLHC/ Smart classrooms/ Studios

(Signature & Stamp of HOD/HOC/HOS/Faculty In-charge)

Terms & Conditions for Booking of NLHC, OLHC, Smart classrooms, Penman Auditorium, GJLT and Studios

1. Bookings will be made on the basis of availability.
2. No telephonic bookings/ cancellations will be entertained.
3. The bookings are purely provisional and subject to availability & are liable to be cancelled in case of exigency.
4. Prescribed booking charges for the facility allowed to be booked should be deposited at Cash Section/Finance & Accounts Section and a receipt of the same must be submitted along with the approved application to the Concerned Officer-in-Charge. [NOTE: No booking charges required for organizing Institute/Departmental/ Students' Gymkhana program and other Institutional programs with prior approval of the competent authority].
5. Booking of NLHC, OLHC, Smart classrooms, Penman Auditorium, GJLT and Studios should only be done for official/cultural/academic purposes only. Booking related to personal purposes shall not be allowed.
6. The applicant and the recommending authority shall have to abide by all the terms & conditions and take personal responsibility for the genuineness of the purpose of booking, security issues and any damages caused, if any, during the period of booking.
7. Shall ensure the peaceful conduction of the programme/event for which the booking is requested.
8. Possession/Consumption of Narcotics/Alcoholic drinks etc. is strictly prohibited in the premises of NLHC, OLHC, Smart classrooms, Penman Auditorium, GJLT and Studios.

Date:

Place:

(Signature of the Applicant)

For office use

Status of booking: [Available /Not available] Remarks, if any _____

Care Taker / Officer- In -charge

Approval: [Approved/Not Approved] Remarks, if any: _____

Assoc. Dean (Admin)/Assoc. Dean (A&C)/PIC (OCEP)

Copy to:

1. **Concerned Officer-in-Charge/Care taker**
2. **Applicant** - Prescribed booking charges for the facility allowed to be booked should be deposited at Cash Section/Finance & Accounts Section and a receipt of the same must be submitted along with the approved application to the Concerned Officer-in-Charge.