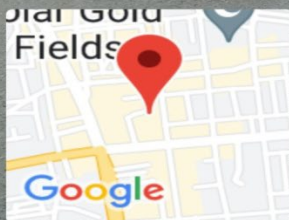
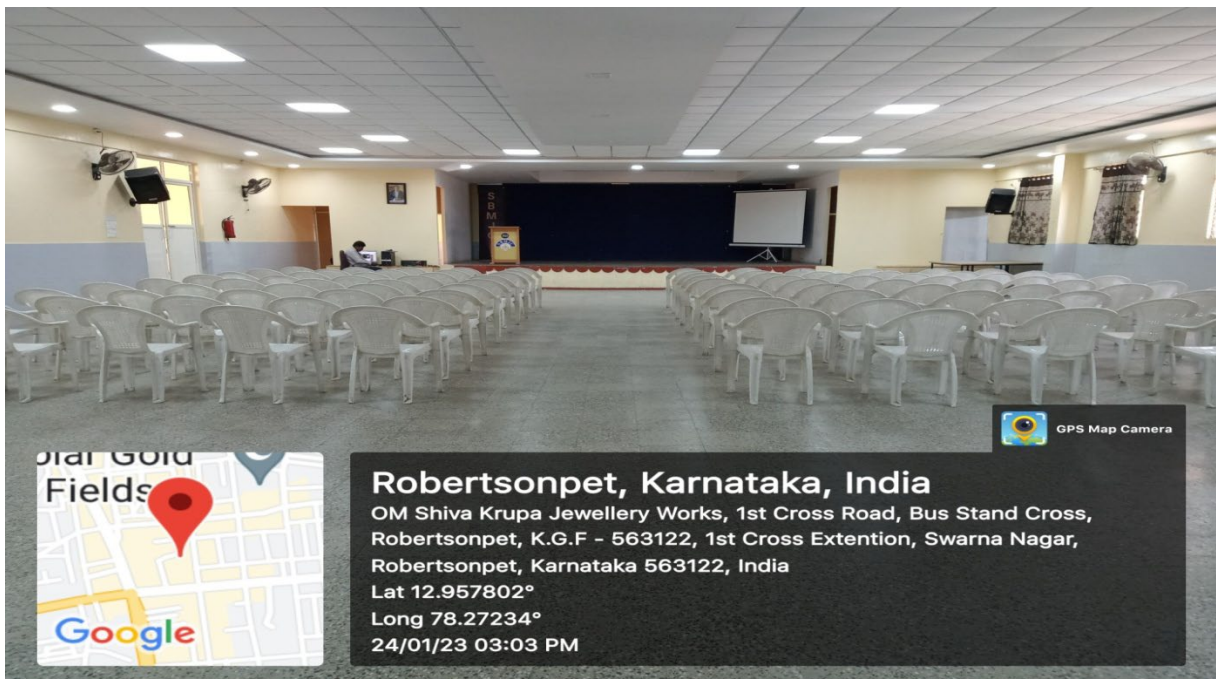




CONFERENCE HALL

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.



Robertsonpet, Karnataka, India

OM Shiva Krupa Jewellery Works, 1st Cross Road, Bus Stand Cross,
Robertsonpet, K.G.F - 563122, 1st Cross Extension, Swarna Nagar,
Robertsonpet, Karnataka 563122, India

Lat 12.957802°

Long 78.27234°

24/01/23 03:03 PM




PRINCIPAL
PRINCIPAL
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.


PRINCIPAL
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 **SRI BHAGAWAN MAHAVEER JAIN**
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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)

Contact Information

Booking Date :

Faculty Name and ID No.

Mrs. Nazneen Ahamed

03/01/2022

Department

ARG

Event Details

Name of the Event / Class

"Yuva Diwas" SWA

Cultural / Competition

National Youth Day.

Workshop / Seminar / Conference

Event.

Day & Date Requested

12th Jan 2022, Wednesday

Time Requested (Start & Finish Time)

10am to 1pm

Venue Auditorium / AV Room / Conference Hall

Conference Hall

Number of Guests / Attendees / Students

EQUIPMENTS REQUIRED (Please TICK)

PC

✓

Audio System

✓

LCD Projector

✓

Photographer

✓

Mike

✓

Chairs (No's)

250

Guest Table

one big

Guest Chairs

03

Any other special requirements to be required:

Lamp + flower, 2 water bottle, Table cloth, tray and
cane, Swami Vivekananda. Photo, Garland (oil)
Rangoli powder. Lamp set.

Faculty Signature

AVAILABILITY AND STATUS REPORT

Dean ARG



Principal
SRI BHAGAWAN MAHAVEER JAIN
FIRST GRADE COLLEGE
Geetha Road Robertsonpet K.G.F. 563 122



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)

Contact Information

Booking Date : 28/2/22

Faculty Name and ID No.

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Department

WOMEN EMPOWERMENT CELL

Event Details

Name of the Event / Class

CERTIFICATION COURSE / TRAINING

Cultural / Competition

Workshop / Seminar / Conference

WORKSHOP AUDITORIUM

Day & Date Requested

MON 7th TUE 8th WED 9th THUR 10th FRI 11th

Time Requested (Start & Finish Time)

1.30 pm to 4.00 pm

Venue Auditorium / AV Room / Conference Hall)

CONFERENCE HALL

Number of Guests / Attendees / Students

01

01

100

EQUIPMENTS REQUIRED (Please TICK)

PC

✓

Audio System

✓

LCD Projector

✓

Photographer

-

Mike

✓

Chairs (No's)

100

Guest Table

✓

Guest Chairs

01

Any other special requirements to be required:

Faculty Signature

AVAILABILITY AND STATUS REPORT

Principal

SRI BHAGAWAN MAHAVEER JAIN
FIRST GRADE COLLEGE

Geetha Road Robertsonpet K.G.F. 563 122

