



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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