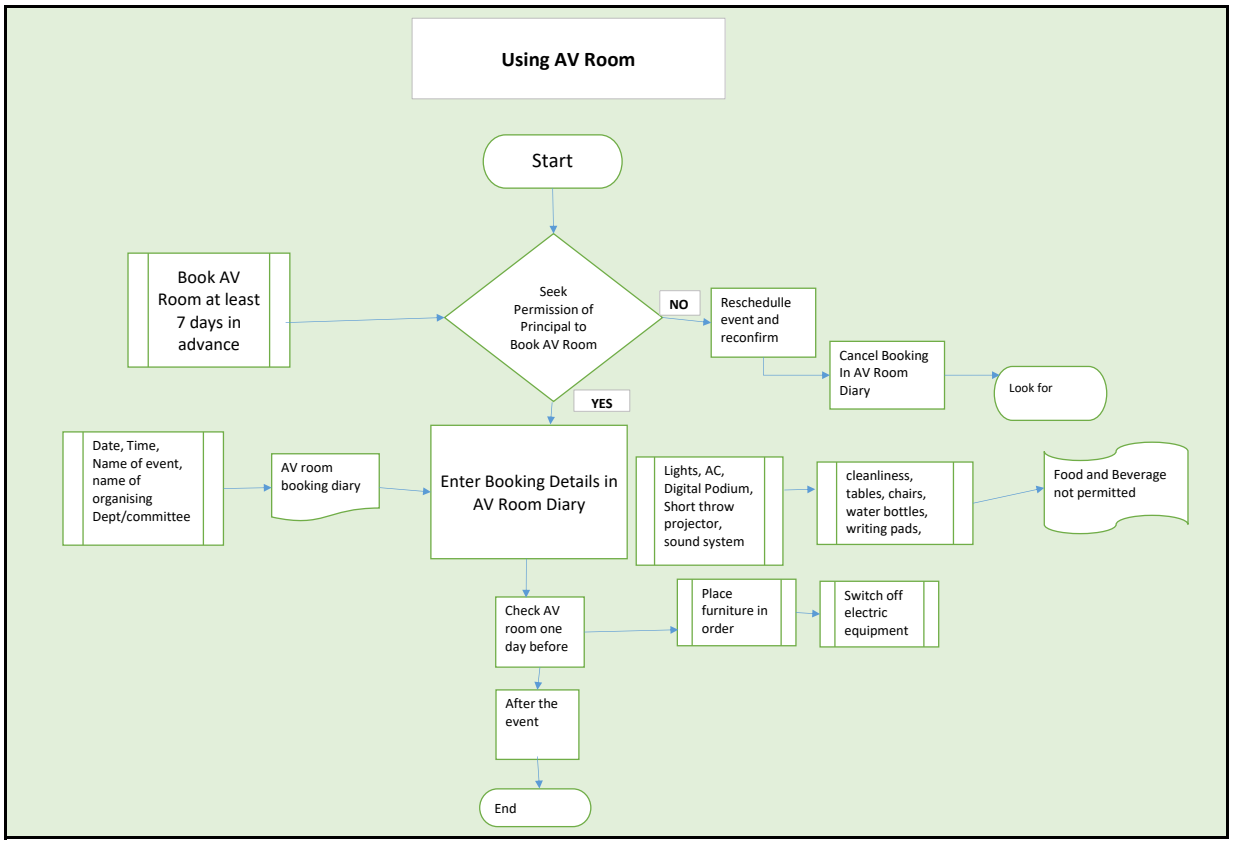
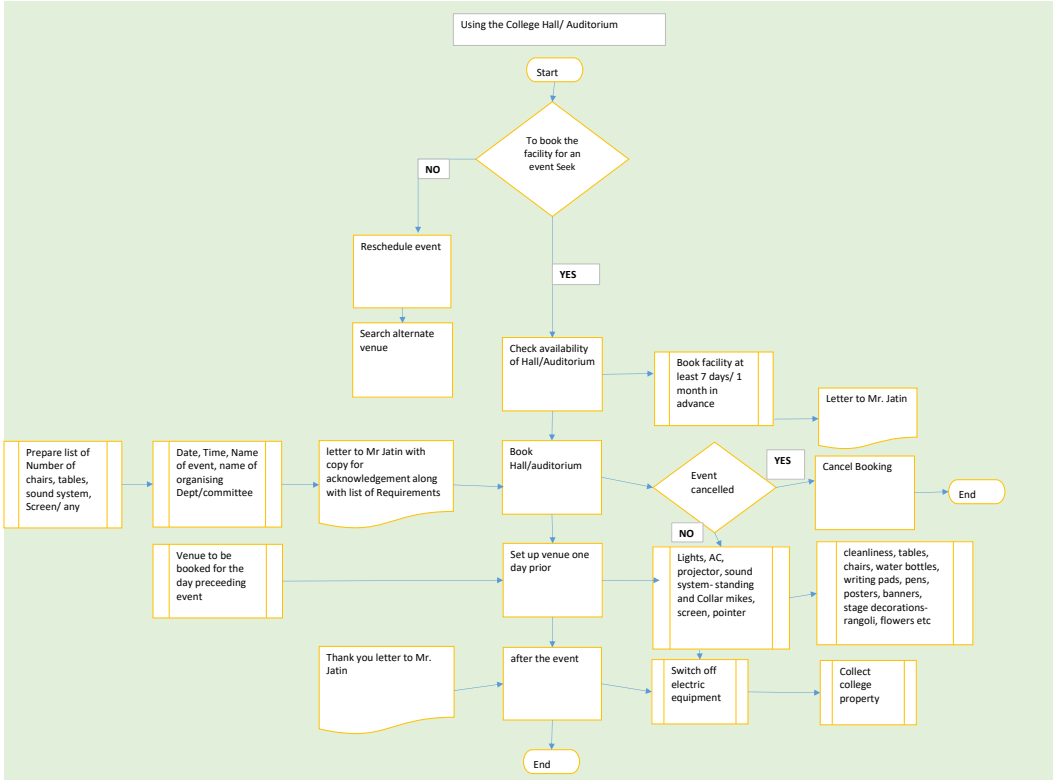
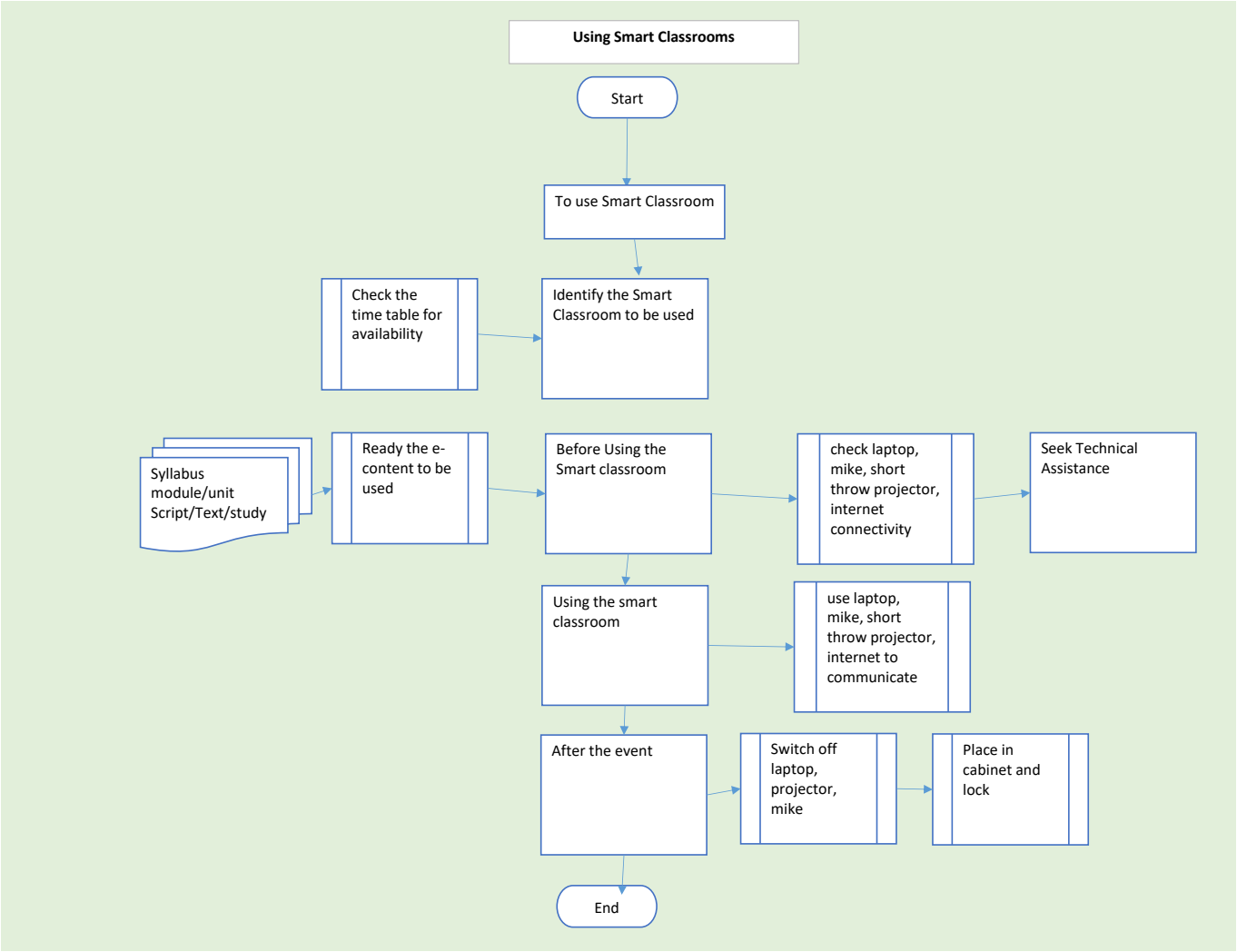

Using AV Room
Start
Book AV Room at least 7 days in advance
Seek Permission of Principal to Book AV Room
NO
Reschedulle event and reconfirm
Cancel Booking In AV Room Diary
Look for
YES
Date, Time, Name of event, name of organising Dept/committee
AV room booking diary
Enter Booking Details in AV Room Diary
Lights, AC, Digital Podium, Short throw projector, sound system
cleanliness, tables, chairs, water bottles, writing pads,
Food and Beverage not permitted
Check AV room one day before
Place furniture in order
Switch off electric equipment
After the event
End


Using the College Hall/ Auditorium
Start
To book the facility for an event Seek
NO
Reschedule event
Search alternate venue
YES
Check availability of Hall/Auditorium
Book facility at least 7 days/ 1 month in advance
Letter to Mr. Jatin
Prepare list of Number of chairs, tables, sound system, Screen/ any
Date, Time, Name of event, name of organising Dept/committee
letter to Mr Jatin with copy for acknowledgement along with list of Requirements
Book Hall/auditorium
Event cancelled
YES
Cancel Booking
End
NO
Venue to be booked for the day preceeding event
Set up venue one day prior
Lights, AC, projector, sound system- standing and Collar mikes, screen, pointer
cleanliness, tables, chairs, water bottles, writing pads, pens, posters, banners, stage decorations- rangoli, flowers etc
Thank you letter to Mr. Jatin
after the event
Switch off electric equipment
Collect college property
End


Using Smart Classrooms
Start
To use Smart Classroom
Check the time table for availability
Identify the Smart Classroom to be used
Syllabus module/unit Script/Text/study
Ready the e-content to be used
Before Using the Smart classroom
check laptop, mike, short throw projector, internet connectivity
Seek Technical Assistance
Using the smart classroom
use laptop, mike, short throw projector, internet to communicate
After the event
Switch off laptop, projector, mike
Place in cabinet and lock
End