

KAUTILYA INSTITUTE OF TECHNOLOGY AND ENGINEERING

GENERAL GUIDELINES FOR AUDITORIUM

1. The Request must be submitted to Ms. NEHA JAIN in the prescribed Requisition form (available at college website in downloads) at least **Two Days** in advance for necessary approval.
2. Mere submission of Requisition Form does not guarantee booking of the “Auditorium ” unless approved by the competent authority before the scheduled date. In the absence of the same they may not be allowed to use the “Auditorium ”.
3. Please note the area of serious concern:-
 - A) No decoration inside the auditorium,
 - B) Outside decoration on boards,
 - C) No eatables inside the auditorium,
 - D) No rehearsal in the auditorium,
 - E) No Pen Drive will be allowed to use for presentation of documentary and other programmes . Recorded CD / MP3 / WMA format will be permitted for use in the Auditorium.
 - F) Responsibility of maintaining discipline throughout the programme lies on the concerned department .
 - G) Any loss or damage due to negligence, the recovery of the same will be borne by the concerned department.
4. Ensure that:-
 - (a) The programme is completed within the scheduled timings,
 - (b) The decorum & discipline of the institution is taken care of by concerned department / college till completion of programme,
 - (c) The furniture and other items taken on loan from various agencies, are handed over to them and no dues is completed, and
 - (d) The loss or damaged occurred, must be intimated to the higher authorities in the prescribed format.

(Principal)

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