



GUIDELINES FOR UTILISING COMMON VENUES

| INDEX | |
|--|----------------|
| TOPIC | PAGE NO |
| INTRODUCTION | 2 |
| PROCESS FOR USAGE OF HALLS | 2 |
| PROCESS FOR USAGE OF STUDIO 401 | 4 |
| PROCESS FOR USAGE OF VISITOR LOUNGES/ DINING AREA& OPEN AREA- SQUAREONE /THE DHABA | 5 |
| PROCESS FOR USAGE OF CONFERENCE ROOMS | 5 |
| PROCESS FOR USAGE OF OATS & GROUNDS | 6 |
| PROCESS FOR USAGE OF D'ART GALLERY | 7 |
| PROCESS TO VISIT CHITKARA SPECTACLES | 8 |
| PROCESS TO VISIT THE DHABA & THE HAVELI | 8 |
| MAINTENANCE OF COMMON VENUES | 8 |
| MAJOR MAINTENANCE OF COMMON VENUES | 8 |
| ANNEXURES | |
| Annexure "A" List of Common Venues | |
| Annexure "B" Glimpse of Halls & Studio 401 | |
| Annexure "C" Common Venues Online Booking Process | |
| Annexure "D" Glimpse of Visitor Lounges in Campus | |
| Annexure "E" Glimpse of Conference Rooms in Campus | |
| Annexure "F" Glimpse of OATs in Campus | |
| Annexure "G" Glimpse of Grounds in Campus | |
| Annexure "H" Glimpse of D'Art Gallery | |
| Annexure "I" Glimpse of Chitkara Spectacles | |
| Annexure "J" Glimpses of The Dhaba & Haveli | |

“It’s not the lack of resources that cause failure, it’s the lack of resourcefulness that causes failure.” Tony Robbins

1. **INTRODUCTION** –This SoP shall supersede the earlier guidelines as the changes in the functioning of certain services and venues have changed and few venues have been added / renovated.
2. Many venues in the campus are commonly used by all schools/colleges/departments. These include various halls, visitor lounges, conference rooms, Open Air Theatres (OATs), grounds, Studio 401, D'Art Gallery, Chitkara Spectacles etc. (List of the venues as on date, is attached as Annexure “A”). To ensure maximum utilization of resources, and to avoid any ambiguity on the usage, these venues are centrally managed by the Administration.

3. **PROCESS FOR USAGE OF HALLS**

- a. Halls in the campus have been created in their own unique style. All halls are air conditioned and equipped with audio /video support, seating for guests and audience, writing boards etc. The capacity and arrangements in each may vary. We also have the Exploretorium in campus with a seating capacity of 800 approx. (Annexure “B” may be referred for details and the pictures of the various halls)
- b. **Booking On-Line** - The booking of halls shall be done online. Users may ensure that the demands being raised are complete, to enable smooth support. (Process provided as Annexure “C”).
- c. **Support Services** – Over and above the availability of halls, other support could also be required for the events. These would include the setup inside the hall, the audio-video support from electrical and IT teams, the branding support, support for photographers, security staff or for placing of *gamlas* etc. For this, the support teams concerned should be informed well in advance.
- d. **Central Bookings** - There are certain functions that are held centrally by a team, like the campus fest or fresher’s party by OSA or an international program like a “Global Week” etc., where multiple halls /venues are required for the same event. In such cases the organizing team shall be the one-point contact for all the demands of the halls/venues as well as the arrangements at the halls/venues.
- e. **Handover / Takeover** - The user is to take over the hall before the said function. Before taking over, the user may check if the administrative support demanded have been provided and if the desired level of cleanliness is provided. Issues, if any, can be taken up for immediate solutions.
- f. Halls are not handed over to students. A faculty member of the department concerned /School or college would need to be the SPOC and responsible for taking over and handing

over of the Hall. The hall/ venue, after the event/ session for which it was booked, is to be handed back to the Administration Team. The SPOC detailed may get in touch with the Administration officer and confirm the handover. The SPOC would be responsible for taking up with the college/department /school for the required solution/penalty, for any breakages or concerns that could have occurred during the event/session.

- g. The team taking over the venue shall be responsible for ensuring that the decorum and security aspects are maintained in its true spirit.
- h. Venues being handed over on the previous day for arrangements is permitted only if the said venue would be available and not in use by any other team. Rangolis and floral decorations, if desired, may be done accordingly.
- i. **Venue for Practice** – Venues for practice are available with the Office of Student Affairs. Exception - There are times when university level events are organized in the Exploretorium or in the University where various teams would need to practice and coordinate. The Exploretorium, if not booked for any other event, may be provided in such cases for practice sessions. To enable coordination between various teams as well as to give a fair chance to all teams for practice sessions, a time frame shall be finalized and informed to all teams for necessary utilization. Informing all teams of permission and timing, would be the responsibility of the Organizing Team.
- j. **Refreshment in Halls** - Refreshments are strictly not permitted in halls. There are certain occasions where the VIPs are served refreshments. Exceptions are made, in some cases, where the function is for staff / faculty only. But this is only with prior approvals.
- k. For serving refreshments for audience, users are advised to book space in the refreshment areas through Events team.
- l. **Changes in Allotments** – At times certain situations arise and the venues need to be re-allotted. Such an action is undertaken only in extremely unavoidable circumstances and when a holistic view is considered. All stakeholders are expected to co-operate.
- m. **Decorum** – Users are required to ensure that the decorum of the venues are maintained.
 - i. Shifting of furniture /changing of layout or removing of furniture of the Halls is not permitted without prior permission.
 - ii. No usage of stickers, staplers, cello tape etc. on the walls or any furniture is permitted. Flexes may be fixed ONLY on areas assigned for the same.
 - iii. Scribbling with pen /pencil/sketch pen/paint etc. on the walls, furniture or fixtures is not permitted and can attract penalties or disciplinary action.
 - iv. Sitting on arms of sofas and chairs, lying on sofas, standing on chairs or sofas, sitting on center tables / dais tables etc. would not be as per the desired decorum.

n. General Points

- i. The arrangements on the center table shall be based on the guests expected and the function being organized. Hence discussions with the Administration team are requested by the user before the demand is finalised.
- ii. In case VIPs would be seated on the Dias, the Main Table would also need to be arranged and the required arrangements would need to be discussed and finalized. Display tent cards would also need to be used. For major events, these cards may be prepared through the branding team.
- iii. The demands for any specific flower arrangements need to be confirmed, in advance. Discussions on the specifications would help clarify the demand. Also, a final confirmation on the previous day would help.
- iv. The *Deepshikha* and *Chiraag* would need to be issued from the central store by the user department. The stand and lamp cloth, trays need to be arranged from the Administration Store. Oil, “*bathi*”, candle, matchbox and flowers for the lamp are to be arranged for, by the concerned user department.
- v. In case gifts are distributed in the function, then details of the number of gifts need to be confirmed. The tables for placing /displaying the gifts shall be provided, if desired by user.
- vi. Flexes/ sun boards etc., are to be arranged through the Branding Team. After the function is over, the concerned user team may ensure that the said flexes are removed from the halls (before the hall is handed over).
- vii. All demands for the refreshments / meals for the teams or guests need to be taken up with the Events Team.
- viii. Any other Infrastructure required for the event should be informed to Administration Team well in advance.
- ix. In case green rooms (of Exploretorium) will be used, the same needs to be confirmed specifically in the requirements.

4. PROCESS FOR USAGE OF STUDIO 401

- a. The e-lounge in campus is named STUDIO 401. This venue can be booked for meetings/events etc. to be conducted online where the number of participants are very high. (Annexure “B” may be referred for details and the pictures Studio 401)
- b. The process to avail this venue is mail communication with IT department. The mail would also need to be marked to Administration (Events Support Team), for the required setup.
- c. The IT support is of utmost importance at this venue and the support required would need to be informed to the IT department well in advance.
- d. The venue setup could vary as per the requirement. The setup could be for a single seated speaker, a single speaker on a podium, MoU signing, panel discussion etc.; and the setup required in each case would be different. Hence the users would need to liaise with Administration (Events Team) well in advance for the required arrangements.

- e. For branding and photography requirements at the venue, the users may liaise with the Branding team and confirm the requirements

5. **PROCESS FOR USAGE OF VISITOR LOUNGES**

- a. We have many guests visiting our campus. Efforts are always made to provide the best hospitality to our guests. To receive guests, interact with them and to ensure proper and comfortable hospitality these lounges may be used. We have many visitor lounges and a faculty lounge (Pictures and details in Annexure “D”).
- b. **Bookings** - Bookings for the lounges can also be done online. These requests would need to be made by the users well in advance (at least 1 working day in advance). The timing of the guest arrival and the number of guests and the number of staff/faculty accompanying the guest should be very clearly conveyed in the demand.
- c. **Dining Area / Open Area Square One** – For using the dining area on the second floor of Square One (Second floor) as well as to use the open area outside of Square One, the user would need to liaise with Administration team (Events Support Team).
- d. **Service At The Dhaba & Haveli**- The Dhaba and Haveli are the venues of campus where the Punjabi culture and heritage is displayed and hospitality is extended to the University guests. Demands for the refreshments/breakfast/lunch or dinner must be placed with the Events Team, in advance, as per the process on the WhatsApp group. The date, time and number of heads that need to be catered for (UG=University Guest and US= University Staff) should be confirmed in the message.
- e. **Demand for Refreshments** - Refreshments to be served at common venues, should be placed with the Events Team, who shall handle the readiness of the refreshments and service to the guests.
- f. **Duration of Guests Stay** - It is equally necessary for the user to inform Administration and Events Team, as to the guests would stay for how long. This is required so that there is clarity regarding the arrangements required and the venues can be used for other guests also.
- g. The **Faculty Lounge** (at Galileo Block) can be used by employees of the campus for informal gatherings and get- t ogethers . They may avail themselves of the facility of Events Team for refreshments in case they desire.

6. **PROCESS FOR USAGE OF CONFERENCE ROOMS**

- a. There are many conference rooms in our campus. Some of them are common venues and some are allotted to the departments. (Pictures and details in Annexure “E”)
- b. For the various discussions/interactive sessions that schools/colleges/departments may want to conduct, these rooms can be used.

- c. The VIP conference rooms can be booked only for VIP events.
- d. Incase venue is required for a meeting, user may get in touch with the concerned Head or book with Administration (as the case may be), and request for utilization of the conference room for a specific date/time.
- e. Refreshments required at these venues may be made through Events Team.
- f. The venue shall be taken over by the user before the program/event and handed over after completion of the program/event. The cleanliness of the venue should be ensured by the user before handover.

7. PROCESS FOR USAGE OF OPEN-AIR THEATRES / GROUNDS

- a. For use of open-air theatres (OATs), the connected grounds would also need to be booked. (Pictures and details in Annexures “F” & “G”). But grounds can be booked without the demand for the stage. While OATs can be booked online, the grounds can be booked by a mail being initiated to Administration, Sports and Horticulture teams.
- b. To use the open area in front of SquareOne, the user may contact Administration for booking the venue. This can be done on a mail request. At any point of time, more than one user shall be allotted the space.
- c. When these venues are booked, in most cases, seating, audio and electrical support may need to be hired. This would depend on the event being organized at the OAT. These venues are usually booked for events like “*Apni Mandi*” or “DJ nights”, “mass level placement drives”, major sports events etc.
- d. Users planning to organize events in the OATs may check the weather predictions well in advance.
- e. The strength of the audience would need to be ascertained and if required, the material to be hired, should be informed to Administration. Administration shall liaise with the vendor and provide the estimates which the user should finalise and approve. Orders shall then be placed with the vendor.
- f. Many a time counters/ stalls / stages etc. are required in the grounds for which lights / fans and electrical connections would also be required. These electrical requirements are to be managed / hired through the electrical team.
- g. Drinking water required at these venues, are to be informed to Administration. The demand may be managed with internal sources or hired.
- h. In case cooking activities or serving of food shall take place in the venue, the cleaning and disposal of waste, shall be handled by the concerned vendor /team.

- i. **Security Barricades** - For many events crowd management is required. Hence the user would need to discuss with the security and the security shall analyse the strategy for crowd management. Barricades required if any, shall be confirmed by security team to Administration team for hiring. Layout of the barricades shall be monitored by the security team to ensure the work is as required for the crowd management.
- j. In case vehicles need to be parked in the ground, the security team shall keep Administration, Sports and Horticulture departments informed, so that there are no clashes in activities.
- k. **Branding** required for the event should be taken up with the branding team.
- l. **Cleanliness** – Users utilizing the venues shall be responsible to ensure that the cleanliness is maintained. All arrangements for clearance of waste should be discussed well in advance and ensured.
- m. Venues shall be **taken over and handed back** by the user to Administration. Before the handover users should ensure that necessary liaison has been ensured so the branding is removed.

8. PROCESS FOR USAGE OF D'ART GALLERY

- a. D' Art Gallery is a venue (pictures provided as Annexure "H" to this document), created where the artwork of students and staff can be displayed. It is a venue where our culture and heritage is displayed in various artworks and report displays.
- b. This venue shall be open for visiting based on demand from any school /college/department. In case students wish to visit the venue, they may approach their mentors. Heads of Schools/Colleges or departments may book the venues for visits of students or staff. There shall be no charges for any visit, but prior booking is required to avoid crowd at the venue.
- c. This venue can also be booked online for exhibition/ display of artworks like drawings and paintings/ sculptures / or any other craft works. The venue can also be used for guest lectures related to artwork/ paintings/ sculpture etc. For this, the concerned
- d. The display of different types of artworks would need varied support. Users may kindly liaise with Administration well in advance and provide details, so the support can be ensured.
- e. Logistics support required from Administration or IT/Electrical support required would need to be intimated to, and discussed with, the concerned teams in advance.
- f. In case security support is required at the venue, liaison with the security department may be ensured by the user team.
- g. Serving any kind of refreshments in the Gallery is not permitted.

h. The user team would need to ensure that the decorum of the venue is maintained.

9. PROCESS FOR VISITING CHITKARA SPECTACLES

- a. CHITKARA Spectacles (pictures attached as Annexure “I”), gives us a “throwback” of the journey of Team CHITKARA and a display of Punjabi heritage and culture. It provides a glimpse of the achievements made, the architectural beauty, and much more! All staff, students and guests are permitted to have a tour of this venue. The users would need to keep Administration informed of the visit plan. The venue would be open on all working days till 01:30 pm. For anyone to visit the spectacles information may be provided to the Administration for necessary access.
- b. VIP visit - The Staff in liaison with the VIP should inform Administration (Events team) in advance. VIPs will always be given the priority for the visit.
- c. Guests – Information the time of visit would be required so that venue is made accessible.
- d. Faculty / Staff who may like to visit - On all non-teaching Saturdays, the venue would be open to staff. Prior intimation for the same to be provided to Administration (Events team). For visit of Support Staff to the venue, heads of the teams may coordinate the visit. The tour shall be for groups of 15-20 heads.
- e. Parents – Concerned department/school/college may inform Administration (Events team) in advance (at least 15-20 minutes).
- f. Students – Students’ visit to the spectacles can be planned on all working Saturdays. HODs / Mentors should confirm when the groups (slots of 15-20 heads) would like to visit. The Mentors should be available with the students during the complete visit, in the Spectacles.

10. PROCESS FOR VISITING THE DHABA & HAVELI

- a) These venues are places where we uphold and showcase of our proud culture and heritage. Guided tours are advised for this venue so that the guests can be made aware of our rich culture and heritage. It is advised that the folk music be played and the videos also be displayed to enable a clear understanding and appreciation of our culture and heritage.
- 11. **MAINTENANCE OF COMMON VENUES** - Maintenance of common venues needs to be given high priority as it is a common facility. Further important events are held in these venues. Hence, all complaints pertaining to these venues, that come to the notice of employees and students, should be taken up immediately with Administration in charges for required action. Users are expected to help maintain the decorum in these venues.
- 11. **MAJOR MAINTENANCE OF COMMON VENUES** - There are times when major maintenance by a support team is required in common venues. This could include major electrical work or major civil work or IT work etc. In such cases, the support service concerned would write to Administration and have the venue booked for handling the major maintenance. In this period, the venue shall not be allotted to any user for any event.

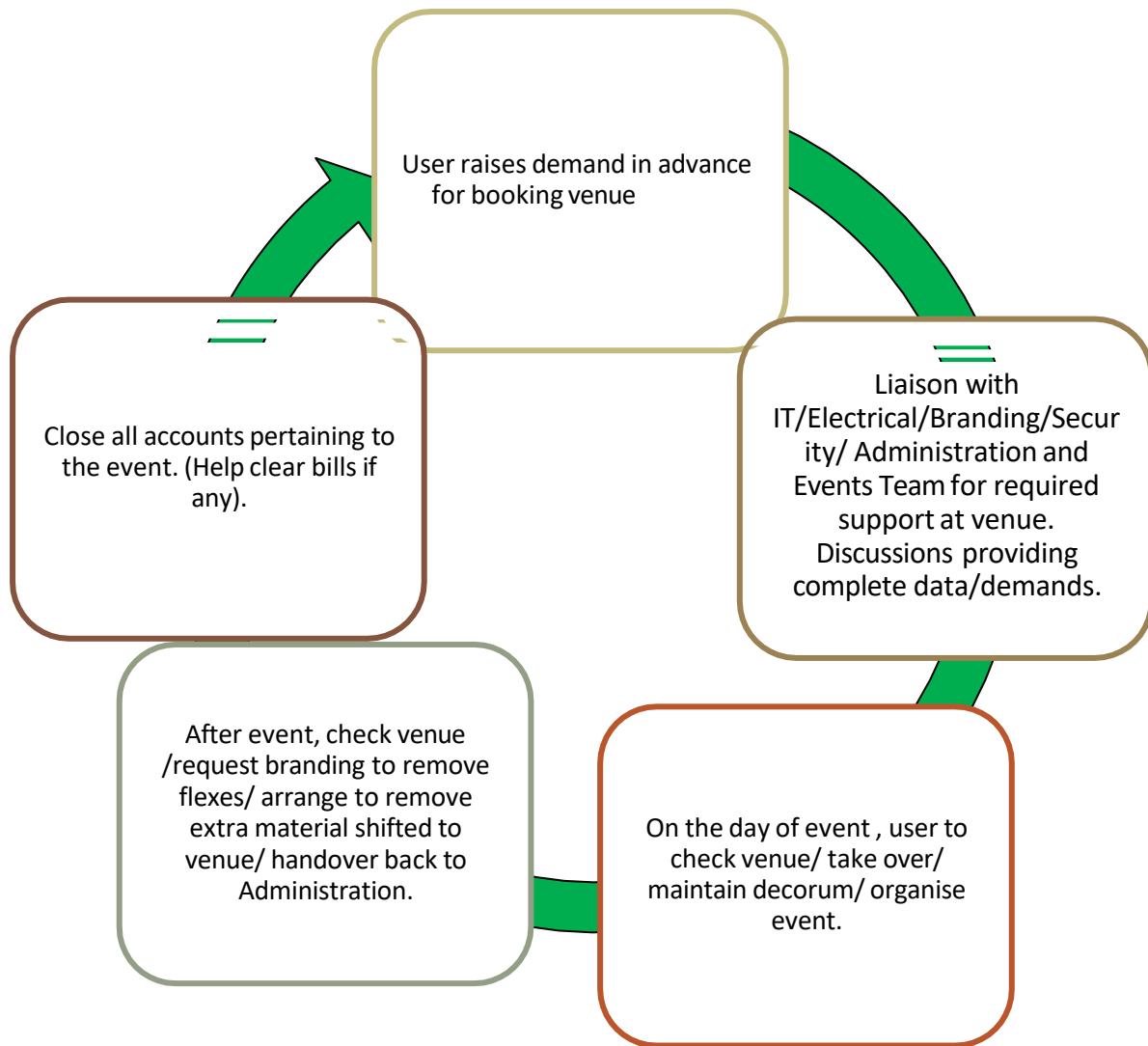


Figure 1- DIAGRAMMATIC FLOW CHART - PLANNING EVENTS IN COMMON VENUES