



# **PROCEDURE**

## **ONLINE BOOKING &**

## **CANCELLATION**

## **FOR HALLS /LOUNGES/OATS/**

## **VENUES OF IMPORTANCE**

Annexure “C” to CU/PB/Admin/ SoP 1/2025



## Faculty Development Program on Modelling & Simulation of Drones

December 23, 2019

To strengthen the professional development of its faculty members, the Dept. of Mechatronics Engineering,...



Read all Spotlight >>

## LOG IN

USERNAME

PASSWORD

INSTITUTE

PHD ▼

SESSION

2019-20 ▼

LOGIN

[FORGOT PASSWORD](#)

Inbox (1) - jagdeep.sharma@chit... Chalkpad: Home

punjab.chitkara.edu.in/Interface/indexHome.php

Apps Inbox - jagdeep.sha... Chalkpad: Login CHITKARA UNIVER... CU Billing System -... Indent System - Sig... Chalkpad: Complai... WPS File Transfer Login Home - Unique Ide...

Connect with us

CHITKARA UNIVERSITY

UIN | FAQ | Site Map | CUIET | 2019-20 | ADMIN | [Logout]

Support Desk | Interaction Program | Photo Gallery | Facebook Photo Gallery | Welcome (E2917536), JAGDEEP SHARMA

SSL Certificate | Grievance Redressal Portal | Help Desk | Hall Booking | Photographer | Regulation | Download S | Click to Hall Booking | Litigation Score : 98

Student | Time Table | Communication | Fine | Activities | Annual Appraisal | Reports | Analytics | Admin Func. | Leaves

Home » Dashboard

Menu Lookup..

Mr S N Panda Director Research and Dr Rajesh Kaushal Associate Professor were invited as Visiting Professor in one... ttps://t.co/FVcSMBkkt8

\* Click here to see the complaints registered Yesterday and Today(Total Complaints: 29)

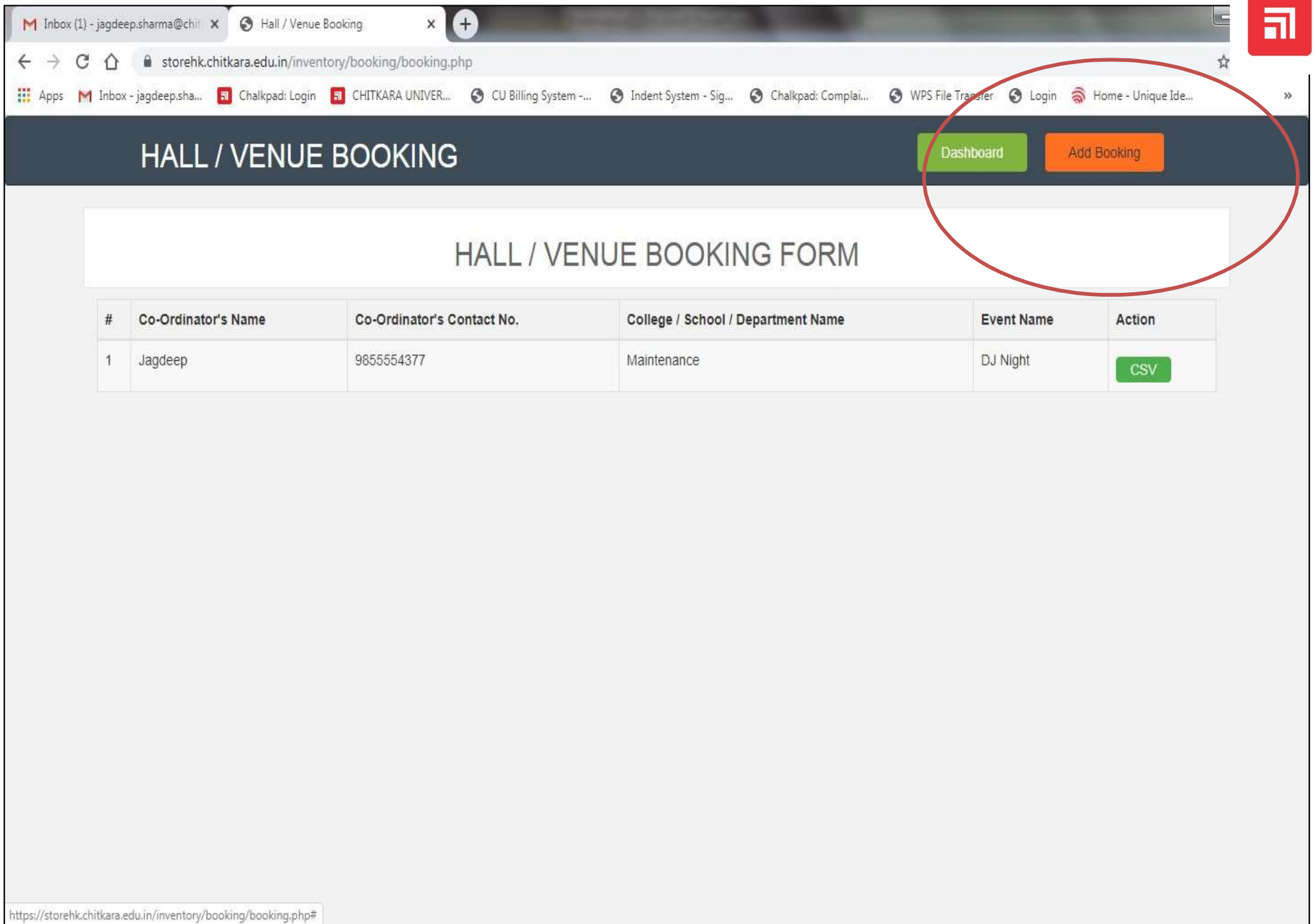
Welcome E2917536,

Notices Support Desk Pearls of Wisdom

Conflict cannot survive without your

The screenshot displays a web browser window with the URL [storehk.chitkara.edu.in/inventory/booking/index.php?hallId=e09c8a6d5bfd9cdcf4c4b6029c015d40f7f5e9a798c62f79efaff1dbca53b2bd886ada19a76d7be44e237acd65bf94059a919b9ee...](https://storehk.chitkara.edu.in/inventory/booking/index.php?hallId=e09c8a6d5bfd9cdcf4c4b6029c015d40f7f5e9a798c62f79efaff1dbca53b2bd886ada19a76d7be44e237acd65bf94059a919b9ee...). The browser's address bar and tabs are visible at the top. The dashboard itself has a dark blue header with the word "DASHBOARD" on the left and a green "Booking" button on the right, which is circled in red. Below the header, there are three blue boxes showing request statistics: "Total Requests" with a value of 1, "Approved Requests" with a value of 1, and "Pending Requests" with a value of 0. The footer of the page shows the URL <https://storehk.chitkara.edu.in/inventory/booking/booking.php>.

Category	Count
Total Requests	1
Approved Requests	1
Pending Requests	0





Dynamic Access Code is dce4b87 x Master System - Master x Hall / Venue Booking x +

storehk.chitkara.edu.in/inventory/booking/booking.php?hallId=b6666f7584bbf38df8654154c14153e13d74184552526773024e2feb29ea8a5fcd8f81db5f1205f41435923a8114fd281... ☆ B

HALL / VENUE BOOKING

Dashboard Listing

HALL / VENUE BOOKING FORM

The halls/venues available in campus are:

Halls

Name	Building	Capacity	Photo
Einstein Hall	GALILEO	200	N/A
Exploretorium	Exploretorium	771	N/A
Mooc hall	Edison	193	N/A
Pierre Hall	Le Corbusier	120	N/A
Plato Hall	Square ONE	(Total Capacity 120), (With Round Table 96), (Without Round Table 24)	N/A
Pulitzer Hall	Picasso Block	193	N/A
Sun Hall	Turing	200	N/A

Lounges

Name	Building	Capacity	Photo
Explore Lounge	Exploretorium	35	N/A
Faculty Lounges	GALILEO	30	N/A
Picasso Lounge	Picasso Block	12	N/A
Tesla Lounge	Tesla Block	10	N/A

Stage

Name	Building	Capacity	Photo
Open Air Theater	Alfa Zone	5000+	N/A

Hall \_ Venue Boo....html ^

Show all x

4:15 PM

10/6/2021



Dynamic Access Code is dce4b87

Master System - Master

Hall / Venue Booking

storehk.chitkara.edu.in/inventory/booking/booking.php?hallId=b6666f7584bbf38df8654154c14153e13d74184552526773024e2feb29ea8a5fcd8f81db5f1205f41435923a8114fd281...

Open Air Theater	Sculpture Park	200	N/A
------------------	----------------	-----	-----

### Conference

Name	Building	Capacity	Photo
CURIE Hall (Conference Room)	Edison	16(30)	<a href="#">View</a>
Green Conference Room	Turing	10	N/A
Jupiter Conference Room	Turing	8	N/A
Picasso Conference Room	Picasso Block	11	N/A

Your choice of hall/lounge may be mentioned in the remarks column.

#### Instructions:

1. Please book the facility atleast 48 hours before your scheduled activity.
2. Booking online does not guarantee the confirmation of allocation of the facility to you. Please wait for the final confirmation in this regard from the concerned office.
3. Your booking may be modified/cancelled owing to some special circumstances. An intimation in that regard will be sent across to the end user.
4. Please be elaborative while filling in the information required for the 'Additional Requirements (Specific arrangements).

Continue

Show all

Hall \_ Venue Boo....html

Online Hall / Venue Booking

4:16 PM  
10/6/2021



## HALL / VENUE BOOKING

Dashboard

Listing

### HALL / VENUE BOOKING FORM

Co-Ordinator's Name  Co-Ordinator's Contact No.  College / School / Department Name  Event Name

VIP Guest(s), If any (Kindly provide Name and Designation)

+Add More

#	From Date/Time	To Date/Time	No. of Students	No. of Internal Guest	No. of External Guest	SPOC Name	SPOC Contact No.	SPOC Email	Remarks If any
1	<input type="text" value="mm/dd/yyyy"/> Hours: <input type="text" value="00"/> Minutes: <input type="text" value="00"/>	<input type="text" value="mm/dd/yyyy"/> Hours: <input type="text" value="00"/> Minutes: <input type="text" value="00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="NAME"/>	<input type="text" value="CONTA"/>	<input type="text" value="EMAIL"/>	<input type="text" value="Remarks"/>

Additional Requirement (Specific Arrangement)

☐ Are you sure declare information correct.

SUBMIT

If for **same** event ,more than 1 venue is required, use the “Add More” option.





# ADDITIONAL REQUIREMENTS FOR THE EVENT IN THE HALL

(Reference Slide 10)

- Make sure that all additional requirements / arrangements **required** for the event **in the said hall** are mentioned in this column. (Refer next slide)
  - This **DOES NOT** include demands of refreshments, gifts, IT or electrical support.



Inbox (20) - balwinder.sing x Master System - Dashboard x Hall / Venue Booking x Settings - Customize fonts x +

storehk.chitkara.edu.in/inventory/booking/booking.php

## HALL / VENUE BOOKING

Dashboard Listing

### HALL / VENUE BOOKING FORM

Co-Ordinator's Name Co-Ordinator's Contact No. College / School / Department Name Event Name

VIP Guest(s), If any (Kindly provide Name and Designation) [+Add More](#)

#	From Date/Time	To Date/Time	No. of Students	No. of Internal Guest	No. of External Guest	SPOC Name	SPOC Contact No.	SPOC Email	Remarks If any
1	mm/dd/yyyy Hours Minutes Hours 00	mm/dd/yyyy Hours Minutes Hours 00				NAME	CONTA	EMAIL	Remarks

Additional Requirement (Specific Arrangement)

☐ Are you sure declare information correct.

[SUBMIT](#)

Requirements inside the hall to be mentioned here.  
**For e.g.** need hall with round table arrangement,  
Request display board in hall etc.,

# ADDITIONAL REQUIREMENTS FOR THE EVENT



(Reference Slide 12)

- Make sure that all additional requirements / arrangements **required** for the **event** other than **in the said hall** are mentioned in this column.(Refer next slide)

—For e.g.

- (a) “May I Help You” Counter at Gate – 2 chairs and 1 Table
- (b) Display boards outside Turing Building

Inbox (1) - jagdeep.sharma@chit...

Hall / Venue Booking

+

storehk.chitkara.edu.in/inventory/booking/booking.php

Apps

Inbox - jagdeep.sha...

Chalkpad: Login

CHITKARA UNIVER...

CU Billing System - ...

Indent System - Sig...

Chalkpad: Complai...

WPS File Transfer

Login

Home - Unique Ide...

HALL / VENUE BOOKING

Dashboard

Listing

HALL / VENUE BOOKING FORM

Co-Ordinator's Name

Co-Ordinator's Contact No.

College / School / Department Name

Event Name

XYZ

XYZ

XYZ

XYZ

VIP Guest(s), If any (Kindly provide Name and Designation)

+Add More

#	From Date/Time	To Date/Time	No. of Students	No. of Internal Guest	No. of External Guest	SPOC Name	SPOC Contact No.	SPOC Email	Remarks If any
1	<div>10-12-2019</div> <div> <div>Hours</div> <div>Minutes</div> <div>6</div> <div>00</div> </div>	<div>10-12-2019</div> <div> <div>Hours</div> <div>Minutes</div> <div>8</div> <div>00</div> </div>	1	2	3	XYZ	XYZ	XYZ	XYZ

Additional Requirement (Specific Arrangement)

XYZ

☒ Are you sure declare information correct.

SUBMIT

For "May I Help You counters", 2 Tables and chairs at Main Gate.

2 Registration tables and 4 chairs in front of Edison Lobby.



Inbox (1) - jagdeep.sharma@chit... x

Hall / Venue Booking x

+

storehk.chitkara.edu.in/inventory/booking/booking.php

☆

🌐

⋮

Apps

Inbox - jagdeep.sha...

Chalkpad: Login

CHITKARA UNIVER...

CU Billing System - ...

Indent System - Sig...

Chalkpad: Complai...

WPS File Transfer

Login

Home - Unique Ide...

»

HALL / VENUE BOOKING

Dashboard

Add Booking

HALL / VENUE BOOKING FORM

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	XYZ	XYZ	XYZ	XYZ	CSV
2	Jagdeep	9855554377	Maintenance	DJ Night	CSV

Export to Excel



# REPLY ON BOOKING



Fwd: New Applicati x Master System - D x Hall / Venue Book x Master System - S x Settings x

mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcgxwGCHCcljPrNPnkxfhNXWwWsXfj

Gmail Search mail

Compose

Inbox 19

Starred

Snoozed

Important

Sent

Drafts 11

More

**CHITKARA UNIVERSITY PUNJAB**

**HALL BOOKING**

Dear Sir/Mam,

Reference your request for a venue.  
Kindly note the following:

Venue/Block :	Faraday Hall/Edison
Floor:	Ground floor
Co-Ordinator Name:	Jagdeep
Co-Ordinator Contact No:	9855554377
College / School / Department Name:	Maintenance
Event Name:	DJ Night
Additional Requirement For Event:	Registration desk - 2
Admin Remarks :	will be provided

**SPOC Details:-**

Sr. No.	Date(s) and Time Slot	No. of Students	No. of Internal Guest	No. of External Guest	Event SPOC Name	Event SPOC Contact No.	Event SPOC Email	Additional Requirement in Hall	Admin Remarks
1	2019-12-12 (10:00) - 2019-12-12 (13:00)	15	10	05	Raminder	9803422028	<a href="mailto:raminder.sharma@chitkara.edu.in">raminder.sharma@chitkara.edu.in</a>	Round table - 2	not provided

Inbox (1) - jagdeep.sharma@chit

Hall / Venue Booking

storehk.chitkara.edu.in/inventory/booking/booking.php

AppsInbox - jagdeep.sha...Chalkpad: LoginCHITKARA UNIVER...CU Billing System - ...Indent System - Sig...Chalkpad: Complai...WPS File TransferLoginHome - Unique Ide...

HALL / VENUE BOOKING

DashboardAdd Booking

HALL / VENUE BOOKING FORM

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	Jagdeep	9855554377	Maintenance	DJ Night	CSV

In case booking is required for **another event** , go back to booking once again.

https://storehk.chitkara.edu.in/inventory/booking/booking.php#



Search results - charanjeet.singh

Hall / Venue Booking

storehk.chitkara.edu.in/inventory/booking/booking.php?hallId=c12e580e156caf8076689b903d1a992cc82f8d597e83676e8...

HALL / VENUE BOOKING

DashboardAdd Booking

HALL / VENUE BOOKING FORM

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	Charanjeet Singh	8847477745	Maint	Meeting	<div>CSVCancelDELETE</div>

Added new option for cancellation of event through online process

2:56 PM  
28/04/21



Search results - charanjeet.singh x Hall / Venue Booking x

storehk.chitkara.edu.in/inventory/booking/booking.php?hallId=c12e580e156caf8076689b903d1a992cc82f8d597e83676e8...

# HALL / VENUE BOOKING

storehk.chitkara.edu.in says  
Cancel Successfully

OK

## HALL / VENUE BOOKING FORM

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	Charanjeet Singh	8847477745	Maint	Meeting	<div>CSV</div> <div>Cancel</div>


Windows taskbar: 3:00 PM 28/04/21



# **BOOKING OF STUDIO 401**

- This is the e-lounge of the campus
- Demands for this venue may be taken up via email, with IT Team, Office of University Communication and Office of Administration.
- In case any specific setup /arrangements are required, the same needs to be specifically mentioned in the mail



A large purple circle with several smaller purple arcs of varying lengths arranged in a semi-circular pattern around its top-left edge.

In case of any further queries  
kindly do not hesitate to  
contact us

**Mr. Balwinder Singh**

Number : 8427211747

Email id : [balwinder.singh1@chitkara.edu.in](mailto:balwinder.singh1@chitkara.edu.in)

**Sqn Ldr (Dr) Rina Angel**

Number : 9501105628

Email id : [rina.angel@chitkara.edu.in](mailto:rina.angel@chitkara.edu.in)