



# PROCEDURE

## ONLINE BOOKING & CANCELLATION

## FOR HALLS / LOUNGES / OATS / VENUES OF IMPORTANCE

Annexure "C" to CU/PB/Admin/ SoP 1/2024



### 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](#)

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

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

Apps | M 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 | SA 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 Bookin...](#) | [Litigation Score : 98](#)

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

Home » Dashboard

Mr S N Panda Director Research and Dr Rajesh Kaushal Associate Professor were invited as Visiting Professor in one... <https://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 shows a web browser window with the following elements:

- Browser Tabs:** "Inbox (1) - jagdeep.sharma@chitkara.edu.in" and "Dashboard".
- Address Bar:** [storehk.chitkara.edu.in/inventory/booking/index.php?hallId=e09c8a6d5bfd9cdc4c4b6029c015d40f7f5e9a798c62f79efaff1dbca53b2bd886ada19a76d7be44e237acd65bf94059a919b9ee...](https://storehk.chitkara.edu.in/inventory/booking/index.php?hallId=e09c8a6d5bfd9cdc4c4b6029c015d40f7f5e9a798c62f79efaff1dbca53b2bd886ada19a76d7be44e237acd65bf94059a919b9ee...)
- Navigation Bar:** "DASHBOARD" on the left and a green "Booking" button on the right, which is circled in red.
- Summary Cards:**
  - Total Requests:** 1
  - Approved Requests:** 1
  - Pending Requests:** 0
- Footer:** <https://storehk.chitkara.edu.in/inventory/booking/booking.php>

Browser tabs: Inbox (1) - jagdeep.sharma@chit... | Hall / Venue Booking

Address bar: storehk.chitkara.edu.in/inventory/booking/booking.php

Navigation: Dashboard (green), Add Booking (orange)

## HALL / VENUE 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	<a href="#">CSV</a>

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



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

storehk.chitkara.edu.in/inventory/booking/booking.php?hallId=b6666f7584bbf38df8654154c14153e13d74184552526773024e2feb29ea8a5fcdcbf81db5f1205f41435923a8114fd281...

# 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

Windows Taskbar: File Explorer, Chrome, Word, VLC, Firefox, Edge, Mail, OneDrive, EC

System Tray: 4:15 PM 10/6/2021

Open Air Theater	Sculpture Park	200	N/A
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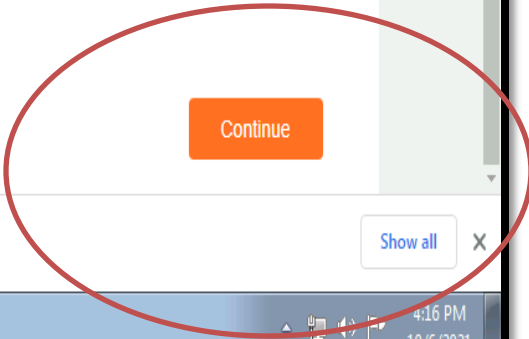
### Conference

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).





# 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

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.



# 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

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**

**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="10-12-2019"/> <small>Hours: 6 Minutes: 00</small>	<input type="text" value="10-12-2019"/> <small>Hours: 8 Minutes: 00</small>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="XYZ"/>	<input type="text" value="XYZ"/>	<input type="text" value="XYZ"/>	<input type="text" value="XYZ"/>

**Additional Requirement (Specific Arrangement)**

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.



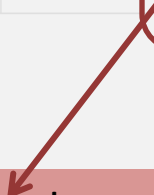
# HALL / VENUE BOOKING

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	<a href="#">CSV</a>
2	Jagdeep	9855554377	Maintenance	DJ Night	<a href="#">CSV</a>



Export to Excel

# REPLY ON BOOKING




Browser tabs: Fwd: New Applicati x | Master System - De x | Hall / Venue Booki x | Master System - Si x | Settings x

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

Gmail Search: Search mail

Compose | **Inbox** 19 | Starred | Snoozed | Important | Sent | Drafts 11 | More



## 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:	985554377
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

**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	Jagdeep	9855554377	Maintenance	DJ Night	CSV

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



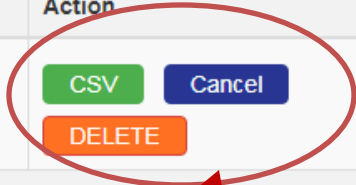
# HALL / VENUE BOOKING

Dashboard

Add Booking

## HALL / VENUE BOOKING FORM

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



Added new option for cancellation of event through online process





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

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

# HALL / VENUE BOOKING

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	<a href="#">CSV</a> <a href="#">Cancel</a>

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



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

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Number : 9501105628

Email id :rina.angel@chitkara.edu.in