



PROCESS FOR (ACADEMIC) VENUE ALLOTMENT/ USAGE

@ **Chitkara University**, Punjab



VENUE ALLOTMENT

Based on demands received, and final approvals, on case to case basis, **venues are allocated to the colleges/ schools/ departments.**

These venues would be used for the purpose for which allocated.

SPACE ALLOTMENT TO STAFF /FACULTY

- The concerned Department/ School/ College heads may assign the venues further to their teams, based on their discretion, as per designations/ requirements etc..
- These details would need to be shared with the Office of Administration, for the record purposes .



INTIMATION REQUESTED

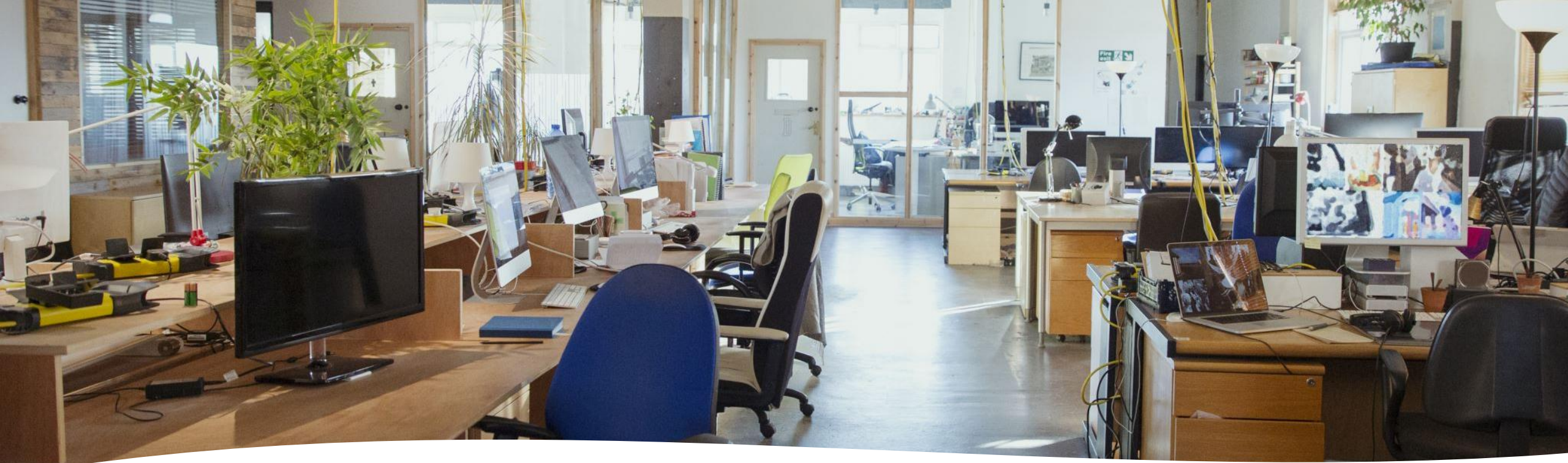


- The records of every academic venue is maintained centrally, and so are the inventory details of each venue.
- The Office of Administration needs to be informed of the following –
 1. If teams plan to share their venue - mutually agree for any event/workshop/exam etc.,
 2. In case any venue is not required for a long period, but would be required eventually.
 - ❖ (so that the venue can be used for other teams)
 3. In case any venue is not required at all.
 - ❖ (so that the venue can be allocated to another team)
 4. In case any works (major/ civil /renovation) are planned at any venue.
 - ❖ (for required handover and updating of inventory)
 5. In case the seating of any staff/faculty is changed/ swapped.
 - ❖ (for updating of records)

DEMAND FOR ADDITIONAL SPACE

Demand for additional space (for any reason like a new batch approved, or a bigger size batch, or for required compliances etc.), needs to be informed to the Office of Administration well in advance.

The space would be allotted based on final discussions/ approvals.



RENOVATION **REQUIREMENTS**

- The renovations requirement, if any, shall be taken up with the Office of Infrastructure by the concerned teams, through the Office of Administration.
- It is required to ensure that no repairs and maintenance of these venues are undertaken in the meanwhile, that would lead to incurring of futile expense.

NEW JOINING



- Once a vacancy is approved, the concerned Heads may already have space earmarked for the vacancy . They may approach Office of Administration, in case of any shortage.
- Timely intimations would enable smoother allocation of space.
- The details of new joining (including actual date of joining) shall be informed to the Office of Administration by Office of Human Resource, at least 10 days in advance.

CARE FOR VENUES

We earnestly request that the venues allocated, the facilities, furniture and fixtures provided at venues are used by staff, faculty, and students with care and the required decorum of venues maintained –

- Kindly switch off electrical switches of fans /lights/ACs/ projectors etc., when venue is not in use.
- Windows and doors may be kept closed when ACs are functional.
- No pasting of any poster /notice ,material etc on any walls, door, window panes, ceiling etc.,.
- Kindly do not litter.
- Please do not place feet on walls or on furniture and fixtures.





***FOR ANY SUPPORT REGARDING ACADEMIC INFRASTRUCTURE KINDLY
CONNECT WITH US!***

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