

## NOTICE

Attention: All the Convenors/Council Members of Societies & Cells.

This is to inform the Council Members of all the Societies and Cells of the College that the procedure of booking the venues for events has changed. Please make a note of the following:

1. All the bookings which are in place for March 2025 are going to have one change. ONLY ONE VENUE will be allotted for any event.
2. All the April bookings stand CANCELLED.
3. From 1<sup>st</sup> March, a new form will be available in the college office which is to be filled up for bookings of venues.
4. Bookings can only be made for ONE VENUE from among the following:
  1. SEMINAR ROOM
  2. CONFERENCE ROOM
  3. AMPHI THEATRE
  4. FRONT PORCH
  5. SIDE LAWN (TOWARDS THE RIGHT)
5. Bookings can only be made one month in advance. That is for April, ~~venues~~<sup>bookings</sup> can only be made in March on first come first served basis.

P.T.O.

6. The form has to be filled up by the Council member only and must be countersigned by the Convenor.
7. In case of Speaker session, a profile of the speaker must be attached with the form.
8. The Society ~~Convenor~~ Coordinators Committee will meet regularly to discuss the modalities of the bookings. The Committee will have the final say in case of any discrepancies.
9. For the Annual events of Societies, the venue can be booked for an entire day and events can be held consecutively instead of being parallel.
10. The objective of the above mentioned regulations is to streamline the bookings, lighten the workload of the caretaker and give multiple opportunities to as many ~~as~~ societies and cells as possible.

Committee Members:-

1. Asmita Tyagi (Dept. of Commerce)
2. Tripti Bhati (Dept. of English)
3. Geetika Vashisht (Dept. of Comp.Sc.)

Convenor :-

Prof. Gauri Mishra  
Dept. of English