

LHC or AB1 or AB2 or AB1-conference room and AB2-seminar rooms (5A/5B).

The below is based on the experiences and current practice and just to organize the room usage effectively. Any suggestion to improve the process are welcome and will be incorporated if possible.

Category 1 (applicable to faculty or any competent office) and (PhD students can book only with the consent of concerned faculty).

Applicable rooms: AB2-5A, AB2-5B, AB1-Conference room and AB1-5A, AB1-5B.

This form enables a direct booking without any approval.

AB-1 conference room:

Dedicated for faculty and competent office. Booking can be done only by a faculty or competent office.

AB-1 conference room is available to faculty for a meeting, group meetings and PhD seminars. However, a prior booking need to be done after carefully checking the availability in the google sheet and using the google form given below.

The conference room key will be with the security guard (**AB1**) and after usage the concerned member should ensure the room is locked by the security guard.

AB2-5A and AB2-5B:

Dedicated rooms, are primarily to be used **for Invited Seminar, Pre-Thesis and Thesis defence Seminar and group meetings if available.**

AB1-5A and AB1-5B (can be booked only if there is no class scheduled):

Booking can be done by Faculty and PhD students without any approval.

A prior booking **MUST** be done in the google form by the respective faculty or PhD student or any competent office. **The booking timings to be strictly adhered.**

The **AB2-5A, AB2-5B** and **AB1-5A, AB1-5B** room can be used by students without prior approval up to 10.30 PM.

If the room to be used by student beyond 10.30 PM a prior approval from concerned PhD supervisor through email to be obtained and booking information should be provided in the google form.

Faculty conducting group meetings can check the prior bookings if any. If the room is available, they can use it for group meetings on any given day with a booking done on the google form, which is visible to all.

However, if a Dept or any competent office has any event to be hosted in these rooms, the competent office may book these rooms depending on availability.

However, if Institute has any event to be hosted in these rooms, the booking by PhD students would stand cancelled and the students need to have alternative arrangements.

The concerned member will ensure switching on/off lights/fans, projector, smart panel and air conditioner and will inform the security to lock the room.

Booking Link (AB-1 Conference room, AB-2 (5A), AB-2 (5B) and AB-1 (5A), AB-1 (5B)

Booking link and the Google sheet is given below and the booking can be done after carefully checking the availability.

Viewing

link: https://docs.google.com/spreadsheets/d/1_eJO7v9nvk1ln0uhDt1xX08lRnmXMqTPYE5GSK4_Dl4/edit?usp=sharing

Booking link: - <https://forms.gle/1KeXCMtciJgqThTEA>

PS: PS: AB1-1A, AB2-1A, AB2-5A and AB2-5B and AB1 conference room and AB1-5A and AB1-5B booking will **not** be available in Google calendar.

Category 2 (for PhD students use)

Applicable rooms: AB1-1A and AB2-1A (for PhD students use)

This form enables a direct booking without any approval.

AB-1(1A) and AB-2(1A) Dedicated rooms for PhD students (and for group meetings).

After class timings, on holiday, Sat and Sun, categorically, AB-1(1A) and AB-2(1A) are available to PhD students for meetings and practice seminars etc under the supervision of security guard. However, a prior booking need to be done in the google form, which is visible to all. **The booking timings to be strictly adhered.**

However, if Institute has any event to be hosted in these rooms, the booking by PhD students would stand cancelled and the students need to have alternative arrangements.

The concerned member will ensure switching on/off lights/fans, projector, smart panel and air conditioner and will inform the security to lock the room.

Booking: Booking link and the excel sheet is visible to all and the booking can be done after carefully checking the availability.

Viewing link: https://docs.google.com/spreadsheets/d/17SYfcmNe8BfNUq6-vgsMkjEkr4Po1nqDYMS_C14MIms/edit?usp=sharing

Booking link: <https://forms.gle/ogq9H9ZWmC7nTr189>

PS: If any other event is organized, and office has allotted AB1-1A, AB2-1A and AB2-5A and AB2-5B, the PhD students need to request for alternative room.

PS: PS: AB1-1A, AB2-1A, AB2-5A and AB2-5B and AB1 conference room and AB1-5A and AB1-5B booking will **not** be available in Google calendar.

Category 3 (applicable to all faculty, students, clubs, any competent offices):

Booking with approval by Dean Academics office.

LH7-(approval by Director office, through Dean Acad / Dean Students office depending on availability)

LHC: LH1,3,4,5,6.

AB1: AB1-2A, AB1-2B, AB1-1B.

AB2: AB2-2A, AB2-2B, AB2-1B.

(PS: AB1-1A, AB2-1A, AB2-5A and AB2-5B and AB1 conference room and AB1-5A and AB1-5B booking will **not** be available in Google calendar).

For Booking of LH1,3,4,5,6, LH7-Auditorium, AB1-2A, 2B, 1B and AB2-2A, 2B, 1B.

- (i) After the booking is approved, the booking details will be uploaded in the Google Calendar for earlier booking.
- (ii) Prior to request a booking the members are required to check the Google Calendar for earlier booking.
- (iii) The link for the google calendar to view prior bookings is shared below,. Members also can view the booking status by importing the calendar into their own google calendar by using the link below.
- (iv) **The booking timings to be strictly adhered.**

Google Calendar Link for viewing prior booking:

<https://calendar.google.com/calendar/u/1?cid=Y2xhc3Nyb29tYm9va2luZ3NAaWlzZXJtb2hhbGkuYWMuaW4>

Link for requesting new booking: <https://forms.gle/NtVGispZ64hxx65TA>

(i) Booking requests by faculty / competent offices:

The faculty and competent office are requested to check the availability prior to requesting any booking. The prior bookings (other than class schedules) can be seen in the above link.

Faculty and competent office will receive priority on any booking.

(ii) Booking requests by students (BSMS / PhD/ Int-PhD)

The students are required to check the availability prior to requesting any booking. During the class timings 8 am - 6 pm no booking is to be requested as it is difficult alter with the class timings.

Important: For booking category 3, all clubs, BSMS students should send the request first to one of the following Academic secretary (or) Cultural secretary (or) SRC.

Then the Academic secretary (or) Cultural secretary (or) SRC will fill up the request in google form.

PhD and Int-PhD students can directly fill up the google form for booking category 3.

For all the booking requests, the concerned student or SRC, secretary or club convener will obtain approval from the concerned faculty or the Dean Students office. The approval copy should be uploaded in the google form.

It is required that bookings should be requested **36 hours prior (because office has to check and approve it) , e.g. if a booking is to be done for 8 pm slot of a given day, the request to be made in the morning session of previous day)** and on a working day should be available for the office to approve the request. Urgent bookings are not possible as the office needs time to check the needs and approve. No approvals possible on Sat or Sun or holidays.

Unless needed due to a serious issue, regarding bookings, sending email or phone call to Deans to be avoided by students.

AB1, AB2 classrooms, LH1, LH3, LH4 usage is strictly up to 10.30 PM. (Friday, Sat, up to 11 PM).

LH5, LH6 booking will be approved strictly on a conditional and needs basis.

Club conveners and SRC, cultural secretary, and academic secretary must assign the 1-2 responsible students' names who will ensure the safe usage of the classrooms and switching on/off the lights, projector, smart panel, audio, and a/c (in consultation with caretaker or security staff).

The responsible student's phone number may be provided. Booking can be done only through the student's IISER Email ID.

The office reserve right to approve a booking or not, depending on the nature of the meeting/event to be held in classrooms.

ONLY Academic events or meetings-related bookings will be approved.

The concerned member will ensure switching on/off lights/fans, projector, smart panel and air conditioner and will inform the security to lock the room.