

#### 4.4.2 Q<sub>1</sub>M

*There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.*

##### *Assembly Hall*

1. The Assembly Hall should be used for those programmes/events for which audience of more than 100 participants is expected.
2. In charge of the event should book the Assembly Hall at least eight days in advance for the minor events and at least a month before State/National/International level events to ensure proper planning of the facilities of the hall.
3. Copy of invitation card, biodata of Chief Guest, Guest of Honour, and Presiding Person should be submitted to the IQAC before the date of the event.
4. The organizing department should ensure the Assembly Hall is well-ordered before its keys are handed over to the administrative authorities governing the use of Assembly Hall.
5. No eatables should be allowed in the Assembly Hall.
6. For major events, Security In-charge, Parking In-charge, Housekeeping and CCTV In-charge should be notified well in advance.