



## Standard Operating Procedure (Sop)

### Use Of AUDITORIUM

1. **Our Institute** has a well-maintained auditorium equipped with modern facilities like multimedia projector and sound systems, with a seating capacity of 100 persons. Besides hosting Lectures, Workshops, Conferences and Seminars by the Directorates / Schools / Institutes, the auditorium is being utilized for various functions / activities under various Clubs & Associations run by the college. It also hosts various academic activities, extension lectures, educational and training programs for the students and faculty.
2. **To adhere** to the norms for the use of the Auditorium in true spirit, SOP for the booking and proper use of auditorium is being laid down.
3. **Availability:** Before planning any activity in the auditorium, availability of the hall may be obtained from [Mr. Atul Khare & Swapnali Ghume](#), at **least 15 days in advance**. One can do **'Pencil Booking'** (provisional booking) of the auditorium initially and finalise the same by issuing a letter via email at [auditorium@lsraheja.org](mailto:auditorium@lsraheja.org)
4. **Permission for the Booking of Hall:** Prior permission is to be taken from the Principal. An application (Form 1) along with SOP of Events and the checklist is to be submitted.
5. **Responsibility of the User.** Each Committee desirous to plan an event in the college auditorium, will be responsible for the following:
  - a. Planning, processing and coordination of events with various other Departments / Students / Faculties.
  - b. A faculty organizer / focal person / office bearer should be deputed for necessary coordination.
  - c. Provide the name of the Chief Guest invited for the event.
  - d. Ensure that the number of their guests does not exceed the capacity

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of the hall.

e. The auditorium may not be used for anything other than what is mentioned in the

Reservation / Request Form (Form 1) or for any political activities.

f. The organiser will be responsible for any loss of property / belongings of any person. The

Institute (LSRC) will not bear any cost towards such losses.

g. Vehicles would be parked only at the place specified for the purpose, with prior permission.

h. The organiser will be responsible for keeping the premises of the hall neat and clean, and will hand over the hall to the college officials in good condition.

i. Ensure no food is served in the hall.

j. Ensure no damages to furniture / fixture.

k. Ensure usage of Computer, UPS, Projector, Sound equipment and IT equipment is installed in hall with the permission of IT Staff on duty.

l. Ensure no writing on walls, pasting or pinning of pictures, banners etc.

m. Ensure no alteration be made in furniture / fixture setting, including

carpet, Galicha etc. n. Ensure no misbehaviour with the deputed staff by the students / attendees.

o. No additional sound and light setting should be made unless it is unavoidable or become necessary for the event. Permission for this is to be obtained from the Principal.

6. **Assistance:** The following assistance would be provided by the college for the conduct of the event:

a. *Provision of the Hall.* The auditorium / hall would be provided after the approval on prescribed Reservation Form.

b. *IT Support.* One IT staff would be deputed for the smooth

conduct of the event. c. Provision of Multimedia, Sound System,

Hand mics etc.

d. *Admin Support.* One support staff would be deputed for the smooth

conduct of the event. e. *Provision of 2 tables* with a table cloth.

f. Podium

**7. Duties and Responsibilities.** The Auditorium is maintained by and under supervision of LSRC. Following staff are responsible for the smooth conduct of the event:

a. **IT Staff.** IT Staff will provide support for the conduct of the event is as under: Mr. Justin, Mr. Prasad, Mr. Chandrakant as per availability.

- I. Turn on lights
- II. Turn on Computer and Multimedia
- III. Check wired and wireless hand mic (change batteries of wireless mic if required).
- IV. Turn on AC's in cooling mode in summer.
- V. Turn on AC's in heating mode in winter in severe cold weather else AC remain off because gathering of people in seminar hall cause suffocation and heat.
- VI. Laser pointer and presenter is provided only on demand.
- VII. After an event, All equipment is turned off and seminar hall is locked

b. **Support Staff.** Following Admin Staff is responsible for the provision of the admin support: Mr. Mahesh Nakte and Mr. Santosh Ingawale as per availability.

- I. Cleanliness of Seminar Hall (by runner and sanitary worker deputed for the area on that day, on daily basis and after the event).
- II. Repair / maintenance of furniture / fixture (if required).
- II. Ensure availability of water bottles before the start of the event (if requested by the Organizer).
- III. Ensure availability of tissue box before the start of the event (if requested by the Organizer).
- IV. Air freshener before the start of the event (if requested by the Organizer).
- V. Sign posting of the event, inside the building and for guidance to the washroom.
- VII. Mosquito sprays from time to time (if required)

**Additional information:**

1. The Request for the Usage of Auditorium should be submitted to Mr. Atul Khare / Ms. Swapnali Ghume before 03 Working Days before the date of event.
2. Coordinator concerned must check the Auditorium and check all the equipment along with the media which is to be used (if any), 3 days prior to the event.
3. No last minute request for additional audio or video facility will be accepted under any circumstances.
4. No eatables or water will be allowed inside the Auditorium. No fixture or furniture must be moved without permission of Auditorium In charge.
5. Convener and Coordinator of the programme must report to the Auditorium at least 45 Minutes before the commencement of the event.
6. Coordinator will be responsible for smooth conduct of event.
7. Convener and Coordinator are responsible for any kind of damage caused to the Auditorium due to event.
8. At the end of the event Convener needs to submit Signature Sheet of all the Participants of the event including guest, photographs of the event and brief report in hard and soft copy to Auditorium In charge within two working days. (Only for LSRC staff)
9. Convener must ensure that proper decorum and discipline is maintained before, during and after the event, and will be solely responsible for any kind of indiscipline by participants / attendees.

  
PRINCIPAL



## FORM - 1

### L. S. Raheja College of Arts and Commerce

#### Request Form for the Auditorium

Date of Application		
Date of Event	From _____ to _____	No. of Days _____
Name of Event		
Category/ genre	Workshop/ Expert Lecture/ FDP/ Cultural/ Other (Specify)	
Time	From _____ to _____	Duration _____ hrs
Type of Participants	Staff/ Students/ Outside Participants (Specify)	
Number of Participants	No. of Guests _____	Total _____
Name of the Convener		Contact:
Name of Coordinator		Contact:
Type of Instrument Required	Podium Mic: Yes/ No	Number/quantity
	Collar Mic: Yes/ No	
	Cordless Mic: Yes/ No	
	Projector and screen: Yes/ No	

We undersigned, hereby certify that we are aware regarding SOP for the usage of Auditorium and will be responsible for any violation of the same.

Sr. No.	Name	Signature
01	Convener	
02	Coordinator	

**Pre-Event  
Checklist**

Date of Inspection		
Cleanliness of Auditorium	Yes/ No/ Specify:	
Lights and AC	Yes/ No(if NO-Specify)	
Audio Video System	Yes/ No (if NO-Specify)	
Furniture and Fixture	Yes/ No (if NO-Specify)	
Name and Signature of Convener/ Coordinator		
Name and Signature of Admin Staff		
IT In Charge		
Signature of Principal		Sanctioned/ Non Sanctioned

**Post Event Check  
List**

Date of Inspection		
Damage to Fixture/ Furniture/ Electronic systems	Yes/ No	
Details of Damage (If any)		
Closing Report Submission	Yes/ No	Date of Submission:

**FOR OFFICE  
USE**

Name and Signature of Convener/ Coordinator with date	
Name and Signature of Admin Staff with date	
Signature of IT In Charge with date	
Signature of Principal with date	