



Vidya Academy of Science and Technology
Thalakkottukara.P.O, Thrissur-680 501

REQUISITION FOR AUDITORIUM ALLOTMENT

Name of Staff (Requested by)		
Designation		
Department		
Date when Auditorium required		
Time	From :	To :
Air Conditioning required	Yes :	No :
Purpose (Details of Programme)		
Approximate No of audience		
Signature of HOD/Convener		Date:
Recommendation of Manager–Administration		Date:
Approval of Principal	Approved/Not approved	
Signature of Principal		Date:

Notes :

1. *Currently 500 Plastic chairs& Podium available in the auditorium additional facilities if any required will be arranged by the respective department/incharge.*
2. *Responsible of seating arrangement of stage and auditorium the respective department/in charge of the programme.*
3. *Any damages/losses of the auditorium property, the respective department/incharge of the programme will be entirely responsible for the same and will be made up accordingly.*
4. *The auditorium will be handed back to the Campus Supervisor by the persons requisitioning the auditorium latest by the next day of the event.*
5. *Please plan to conclude any programme in the auditorium by 3.30PM as far as possible.*

Utilisation of lights, AC, Sound system etc should be done in direct support of the Electrical Supervisor, Contact Electrical Supervisor, one day in advance with programme scheduled for necessary arrangements.

Please read the instruction (.....2/-)

Copy to : Electric Supervisor (Through requester of auditorium)

ORDER

(Reference Principal's mail for all staff dated 16 Jul 2011)

During the conduct of past few functions at the auditorium certain aspects were noticed for which we need to address, and suitable directions passed to all concerned.

1. Shifting of chairs : It is more convenient and also cost effective to hire additional chairs from outside than double shifting of chairs to and from the college.
2. Lighting of candles was seen to be done. It is a fire hazard, fills smoke in the enclosed area and also dirties the area with wax droppings.
3. Balloons : the balloons floats in the hall and after bursting is likely to cause damage after entering into AC ducts etc.
4. Sticking of posters etc on the walls, stage area etc should not be permitted as the walls get dirty soon.

5. Food :-

- (a) Large quantity of waste food was dumped in the immediate area. There is a dump pit behind the canteen which should be used.
 - (b) Plastic plates, glasses, bags should be banned, only biodegradable materials irrespective of the costs should be permitted.
 - (c) The caterers should be made responsible for proper disposing of waste and cleaning of the after the event.
6. Utilisation of lights, AC, sound systems etc should be done in direct support of the Electric Supervisor.
 7. Extravagance, lavishness and unnecessary decorations and opulence should be avoided.
 8. The programme convener should be made directly responsible to ensure the above.
