

PROCEDURE FOR BOOKING OF RAAPJYOR CAUVERY HALL

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| 1. Name of the Hall                      | RaapJyorCauveri Hall   |
| 2. Location<br>Tadong                    | RaapJyorCauveri hostel, Building, 5 <sup>th</sup> Mile   |
| 3. Seating Capacity                      | 150+   |
| 4. Purpose for which<br>Hall can be used | Training, Seminar, Workshop, Refresher<br>Course,students' functionetc. of University<br>Academic and Administrative departments.  |
| 5. Booking Procedure                     | Booking of the Hall can be done in the<br>prescribed format ( <b>Annexure –II</b> ) or through<br>email clearly mentioning the purpose and<br>the date of the programme. Booking<br>confirmation will be subject to availability of<br>thehall. Booking request shall be entertained<br>on first come first serve basis. When the<br>students' functions like fresher's welcome,<br>farewell, RamailoSukhimor any other such<br>programmes collides with the functions<br>organized by the academic& administrative<br>departments for which the date cannot be<br>postponed or preponed, such students'<br>function shall be automatically<br>postponed/preponedto the available dates. |
| 6. Timings                               | 10:00 am – 5:30 pm. In no case the<br>programme shall exceed the time limit of<br>7:00 pm as the same might disturb the<br>boarders of the RaapJyor Cauvery hostel and<br>the families living in nearby buildings. This<br>may also be objected by the neighbours as<br>the area is a residential area.  |
| 7. Payment                               | i) Free for University & students'<br>programmes approved by the university.<br><br>ii) Rs. 5000/- per day for programme<br>approved by SU but funded by agencies<br>other than Sikkim University.<br><br>iii) Free for GBMs of University Associations.   |

8. Special clause Vice-Chancellor shall have the discretion to add or relax any of the conditions given above.

**Annexure-II**

**PROCEDURE FOR BOOKING OF MEETING ROOM**

1. Name of the Hall	Barad Sadan Meeting Room
2. Location	Barad Sadan, Building, 5 <sup>th</sup> Mile Tadong
3. Seating Capacity	20+1
4. Purpose for which Meeting room can be used	i) EC, and FC meetings. ii) School Board &BoS meetings. iii) Any other meetings/ programmes approved by the Vice-Chancellor.
5. Booking Procedure	Booking of the Meeting room can be done in the prescribed format (Annexure –III) or through email clearly mentioning the name and date of the programme. Booking confirmation will be subject to availability of the meeting room. Booking request shall be entertained on first come first serve basis.
6. Payment	i) Free for University meetings approved by the Vice-Chancellor.  ii) Meetings other than the University meetings shall be charged Rs. 2000/- per day.
7. Special clause	Vice-Chancellor shall have the discretion to add or relax anyof the conditions given above.

Annexure-I

PROCEDURE FOR BOOKING OF SEMINAR HALL

1. Name of the Hall	Barad Sadan Seminar Hall
2. Location	Barad Sadan, Building, 5 <sup>th</sup> Mile Tadong
3. Seating Capacity	56 + 4
4. Purpose for which Training Hall can be used	Training, Seminar, Workshop, Refresher Course etc. of University Academic and Administrative departments.
5. Booking Procedure	Booking of the Hall can be done in the prescribed format (Annexure –III) or through email clearly mentioning the name and date of the programme. Booking confirmation will be subject to availability of the hall. Booking request shall be entertained on first come first serve basis.
6. Payment	i) Free for University funded/colabroated programmes.  ii) Rs. 5000/- per day for programme funded by agencies other than Sikkim University.  iii) Free for GBM of University Associations.
7. Special clause	Vice-Chancellor shall have the discretion to add or relax anyof the conditions given above.