

REQUEST FORM FOR THE CONDUCT OF PROGRAMMES IN GLORIA GOPI KUMAR ALUMNI HALL

1	Name of the programme	
2	Authority organizing the programme	
3	Time and date of the programme	
4	Brief description of the programme	
5	Target audience for the programme	
3	Faculty in charge of the programme	Name Designation Phone number Signature of faculty (seal)
4	Technical staff in charge of the programme	Name Signature
5	Students in charge of the programme	1)Name Phone number Signature 2) Name Phone number Signature
6	Date and time of receiving the hall/audio/ video system key	
7	Date and time of return of the hall/audio/video system key	

RECEIPT OF ITEMS

Sl.No.	items	Received	Returned
1	Collar Mike Wireless		
2	Wireless Mike		
3	Wired Podium Mike		
4	Wired Mike with stand		
5	Projector with Wi-Fi dongle and Remote		
6	Projector Screen		
7	HDMI Cable		
8	VGA Cable		
9	Power extension _10m		
10	Yamaha sound mixer		
11	Yamaha speaker 2 Nos		
12	Podium		
13	Dias table 2 Nos.		
14	Dias Chairs 8 Nos.		
15	Aux Cable 1 No.		
16	Mike and Speaker Cable 6 Nos.		
17	Plastic Chairs 4 Nos.(White)		
18	Wooden Table with Table cloth		
19	Coir Mat 2 Nos.		
20	Airport Chair 22 X 9 =198 Nos.		

Guidelines for the conduct of programmes in Gloria Gopi Kumar Alumni Hall

The Gloria Gopi Kumar Alumni Hall has been renovated with the idea of providing a state of the art facility to students/alumni/faculty for the conduct of various programmes. But to ensure the prompt upkeep and maintenance of the facility the following guidelines have been laid down.

- 1) It is desirable to use the hall for academic programmes, technical talks and training sessions.
- 2) The target audience for the programme should be limited to 220
- 3) The concerned program-in-charge has to duly fill the request form available at the GECT alumni association website/ office, well ahead of the program and reserve the required slot.
- 4) The key of the hall and audio visual systems will be handed over only to the faculty-in-charge of the program.
- 5) The audio visual system and the projector should be operated only by the members of the technical team entrusted with the custody and upkeep of those systems in the hall. The program-in-charge should ensure the presence of one of the technical person (from the above mentioned team) during the entire duration of the programme and the same should be clearly indicated in the request form.
- 6) The toilet block, guest room and the exit door to the garden side will be kept locked and access will not be given to these areas.
- 7) Food and beverages will not be permitted inside the hall under any circumstances.
- 8) Any kind of notices or posters should not be affixed inside the hall or outside.
- 9) Green protocol should be strictly followed during the programme
- 10) The dais furniture and podium should be retained in place and should not be displaced.
- 11) A caution deposit of Rs 500/ is to be remitted in the GECT Alumni association office and the same will be refunded only if the cleaning of premises and accessories has been meticulously carried out after the programme.
- 12) After the programme, the key should be handed over within the specified period after cleaning the premises and accessories appropriately.
- 13) The office staff at the GECT alumni association office should receive the key back after the programme only after ensuring that the premises/ accessories are in order and are cleaned.
- 14) In case of any damage caused to the accessories/ audio visual systems during the programme, the program-in-charge should gracefully take the responsibility of repairing/ replacing the same appropriately.
- 15) A brief write up of the programme along with relevant photographs should be mailed to **aloffice gect@gmail.com** within one week after the programme in order to document the annual utilization of the hall.
- 16) It is requested that all the above guidelines should be viewed as a measure to ensure prompt and meticulous upkeep of the facilities.

Technical Team entrusted with the operation and upkeep of Audio Visual Systems of Gloria Gopi Kumar Alumni Hall.

	<i>Name</i>	<i>Branch</i>	<i>Phone No.</i>
1.	NAZAR P.K.	EEE	9947389570
2.	SABEER M.A.	EEE	8589812884
3.	BABU P.K.	ECE	9495043978
4.	RAJAN V.V.	ECE	9446403340
5.	LIBIN	CCF	9495802633
6.	SUDHISH A K	CSE	9744444264