

## Seminar Hall – 2

### Instructions for the users

#### For permission

1. This hall can be used for the organisation/ Clubs of GECT.
2. Permission from the head of the institutions shall be obtained before applying for the usage of the room.
3. The key will be handed over only to the persons to whom official responsibility the organisation/Clubs lie. They will be responsible for all activities in the hall, till the key is returned.
4. The person in-charge should duly fill the form and sign.

#### Instructions to Use

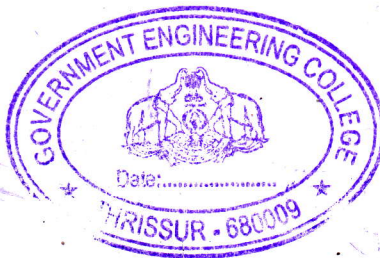
1. An organization can use the hall for a maximum 8 days in an academic year (1st August to 31st July).
2. Maximum of 2 days continuously the hall can be kept by an organization.
3. College union and College council have exceptions on the above criteria.
4. No writings painting or posters are permitted inside and outside the hall.
5. The hall and its premisses should return neatly and cleanly to the concerned authorities.
6. Unethical, Illegal and antisocial activities should strictly to be avoided, which will dealt seriously if noticed.
7. This room is intended for our college staff and students only. Outsiders are not permitted to take a part in any activity unless permitted by the head of the institution.
8. Booking shall be done in first come first serve basis

#### After Usage

1. The key should be timely returned to the authority.
2. Room and surrounding neatness shall be maintained while returning.

  
SERGEANT

21/9/2023



  
PRINCIPAL