

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Academic Section

No.Acad/Room Booking/2023

Date: 14.02.2023

Subject: Booking of Institute Class Rooms for Academic and Non-Academic Activities.

Further to the note No. Acad/RoomBooking/2022 dated 11.11.2022, it has been observed that most of the rooms out of the 40 % reserved rooms mentioned in the Annexure-I (enclosed) are located on the ground floor. Since the non-academic activities require a large space, these rooms are found to be most suitable and most requested for. In view of the above the allocation of rooms on the ground floor, for Academic activities/ purpose need to be revised. The details of the rooms which need to be revised are given below:

Sr. No.	Current Rooms (with Academic)	Revised Rooms (with Academic)
1.	LA 001	LA 201
2.	LA 002	LA 202
3.	LH 101	LH 301
4.	LH 102	LH 302
5.	LC 001	LC 201
6.	LC 002	LC 202
7.	LC 101	LC 301
8.	LC 102	LC 302
9.	LT 001	LT 301
10.	LT 002	LT 302
11.	LT 003	LT 303
12.	LT 004	LT 304

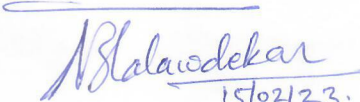
Further, in order to streamline the process of room booking, it is proposed as under:

1. The rooms (LHC and IC rooms) shall be reserved strictly for Academic activities only, during the working / weekdays i.e. from Monday to Friday, between 8:00 a.m. to 8:30 p.m.
2. The request for room booking will be accepted 24 hours in advance during working days. Last minute request for booking will not be accepted.
3. The request for booking of rooms during academic hours i.e. 8:00 a.m. to 8:30 p.m. for non-academic activities, must be approved by the Dean (AP) alongwith other competent authority.
4. The rooms which are booked for Academic activities may be made available for Non-Academic Activities only after 8:30 p.m during the working/ weekdays.
5. The Academic activity should be strictly defined as Course Lectures/ Extra Lectures/ Tutorials/ Labs/ Presentations/ Seminares/ Quizes/ Exams only. No other events like Guest lecture/ Corporate lectures/ Placement lectures would be treated as Academic activity.

6. No rooms shall be booked for Non-Academic Activities during examination period.
7. During weekends i.e on Saturday and Sunday, 40% of the rooms, as per the enclosed Annexure-I, shall be reserved for Academic Activities only.
8. The reserved (40%) rooms shall be booked for Non-Academic Activities after 08.30 pm by PA system.
9. The reserve quota room will not be allocated 24 hours prior to the event.
10. The room allocated from reserved quota can be revoked any time when required for Academic purpose.
11. Volunteers/ Head of the committee are strictly not permitted to visit academic office to confirm the booking. No calls on personal numbers shall be entertained.
12. The room booking from reserve quota will be allocated rationally in case of multiple requests in the given time slot.
13. Request for room booking must be submitted to Dispatch unit. Directly application will not be considered.
14. The irbs portal should allow the booking of room till 01.00 am only.
15. The rooms shall be booked as per the requirement only. No additional rooms are to be booked.
16. Request for room booking MUST be sent in hardcopy. No request by email shall be accepted.
17. The classrooms of the ESE Department, are explicitly reserved for academic purpose only.

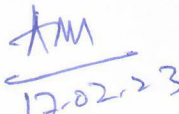
Submitted for approval.

Encl.: Annexure - I

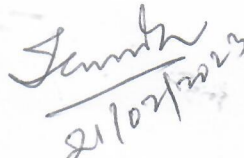

15/02/23.

Ofctg. Assistant Registrar (Academic)

Dean (AP)


12-02-23

Dean (SA)


21/02/2023