

SOP
FOR BOOKING/USE OF
IESE (SCEE) SEMINAR HALL

1. This Institute has maintaining fully equipped seminar hall with a seating capacity of 154 and equipped with modern facilities like multimedia projector and sound systems. Besides hosting the Lectures, Workshops, Conferences and Seminars by the Directorates/Schools/Institutes of H-12 Campus, the IESE (SCEE) Seminar Hall is being utilized for various functions/activities under NUST Clubs & Societies. The IESE (SCEE) Seminar Hall also hosts various academic activities, extension lectures, educational and training programs for the students and faculty.

2. However, it has been observed that IT infrastructure and furniture/fixture (like; tables, chairs and rostrum) have been disturbed/removed during the events arranged by some Clubs/Societies. Therefore, to adhere to the norms of the seminar hall in true spirit SOP for the booking/use of IESE (SCEE) Seminar Hall is being laid down.

3. **Availability**. Before planning any activity in IESE (SCEE) Seminar Hall, availability of the hall may be obtained by eION as well as through email, at least 2 x days in advance, from IT Section of IESE (SCEE) at following:

- a. Email: it@iese.nust.edu.pk
- b. Email: iese@nust.edu.pk
- c. Email: admin@iese.nust.edu.pk

Note: The booking of the hall subject to availability of the IESE (SCEE) Seminar Hall on prescribed Reservation Form (Attached at **Annex-A**)

4. **Permission for the Booking of Hall**. IESE (SCEE) Seminar Hall will be provided to Directorates/Schools/Institutes/Clubs/Societies of H-12 Campus on demand, after the approval of Associate Dean, IESE (SCEE) and the demand would be routed through SCEE.

5. **Responsibility of the User**. Each Directorates/Schools/Institutes/Clubs/Societies desirous to plan event at IESE (SCEE) Seminar Hall, will be responsible for the following:

- a. Planning, processing and coordination of events with various other Directorates/ Schools/ Institutes/ Clubs/ Societies.

- b. A faculty organizer/focal person/office bearer should be deputed for necessary coordination, and would coordinate with IESE IT Staff well before the start of the event at least half an hour earlier for opening of hall and required assistance/facilities.
 - c. Provide the name of the VIP/Chief Guest invited for the event, and also responsible for sign posting of the event and security clearance of their guests from Adm Dte (Security Section).
 - d. Ensure that the number of their guests does not exceed the capacity of the hall i.e. 154 seating capacity.
 - e. Not to use the hall either for the purpose other than what is mentioned in the Reservation Form or any political activities.
 - f. Responsible for any loss of property of any person. The Institute will not bear any cost towards such losses.
 - g. Vehicles would be parked only at the placed specified for the purpose.
 - h. Responsible for keeping the premises of the hall neat and clean, and to hand over the hall to the IESE (SCEE) Official in good condition.
 - i. Ensure no food / beverages be enter in the hall.
 - j. Ensure no damages to furniture / fixture.
 - k. Ensure usage of Computer, UPS, Projector and IT equipment installed in hall with the permission of IT Staff on duty.
 - l. Ensure no writing on walls, pasting of pictures, fixed accessories and banners in the hall and should not be used without permission of IT Staff on duty.
 - m. Ensure no alteration be made in furniture/fixture setting.
 - n. Ensure no misbehave be done by the students to the deputed staff.
6. **Assistance from IESE (SCEE)**. Following assistance would be provided by the IESE (SCEE) for the conduct of the event:
- a. **Provision of Seminar Hall**. The seminar hall would be provided after the approval on prescribed Reservation Form.
 - b. **IT Support**. IT staff would be deputed for the smooth conduct of the event.
 - i. Provision of Multimedia, Sound System, Hand mics etc.

- c. **Admin Support.** Admin staff would be deputed for the smooth conduct of the event.
- i. Provision of 2 x tables with white table cloth for arrangement of refreshment (if required) in the lobby of Seminar Hall.
 - ii. Provision of support for reception activities.

Note: No extra facility will be provided for the event except that are made available by the Institute.

7. **Duties and Responsibilities.** The IESE (SCEE) Seminar Hall is maintained by IT Staff under supervision of IT Lab Incharge. Following section and staff responsible for the smooth conduct of the event.

- a. **IT Staff.** IT Staff will provide support for the conduct of the event is as under:

First Priority: Mr. Awais, ANA

Second Priority: Mr. Faisal Aftab, NA

Third Priority: Mr. Muhammad Nadeem, Technician (Hardware)

- i. Turn on lights
 - ii. Turn on UPS
 - iii. Turn on Computer and Multimedia
 - iv. Check wired and wireless hand mic (change batteries of wireless mic if required).
 - v. Turn on AC's in cooling mode in summer.
 - vi. Turn on AC's in heating mode in winter in severe cold weather else AC remain off because gathering of people in seminar hall cause suffocation and heat.
 - vii. Laser pointer and presenter is provided only on demand.
 - viii. After an event, All equipment is turn off and seminar hall is locked
- b. **Admin Staff.** Following Admin Staff is responsible for the provision of the admin support:

First Priority: Mr. Shahid Ali, DPA

Second Priority: Mr. Muhmmad Amir, Store Keeper

Third Priority: Mr. Kamran Qureshi, LDC

- i. Cleanliness of Seminar Hall (by runner and sanitary worker deputed for the area on that day, on daily basis and after the event).
- ii. Repair/ maintenance of furniture/ fixture (if required).
- iii. Provision of water bottles before the start of the event (if demanded by the Organizer).
- iv. Provision of tissue box before the start of the event (if demanded by the Organizer).
- v. Air fresher before the start of the event (if demanded by the Organizer).
- vi. Sign posting of the event, inside IESE (SCEE) building and for the washroom guidance.
- vii. Mosquito sprays time to time (if required)

Seminar Hall – IESE (SCEE)**Reservation Form**

Ser#	Date		Time		Reason / Event
	From	To	From	To	

Requested By

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Approved / Not Approved

(AD Admin & Coord)
Info:

(IT Department – IESE)