

DIRECTOR'S SECRETARIAT


NOTICE NO 83/2015

RESPONSIBILITY TO LOOK AFTER CENTRAL FACILITIES

1. The Central Facilities, Raman Theatre, BCJ Hall and Manekshaw Hall are being requisitioned by various departments for conduct of events such as Guest Lectures, paper presentations, club activities, etc. The utilisation of a facility was approved for a certain period on a certain date depending upon availability. However, clear cut instructions as to who is responsible for each facility has not been promulgated.
2. This letter aims to address drawbacks of the present procedures and issue instructions to streamline the procedure, in order to make it more efficient.
3. **Manekshaw Hall**. This facility will be coordinated overall by the TPO.
4. **BCJ Hall**. This facility will be coordinated overall by HoD E&TC.
5. **Raman Theatre**. This facility will be coordinated overall by Adm JCO.
6. The assets held within each facility will not be tampered with or removed by anybody. Each department, including Mechanical Engineering Department will train two lab assistants / technicians for operation of the facilities required for any function, such as the computer(s) within the facility, the public address system(s), the projector(s), the ACs, etc. Responsibility for operation/ security of the above mentioned facilities cannot be left solely to the students. Hence at least one of the trained lab assistant / technician will be always available from the concerned department, while the function is being held, whether it is on a working day or non working day. The keys of the facilities and the public address system, hence forth will be issued only to the concerned lab assistant of each department; and will not be issued to the students.
7. Attempt is being made to make each facility self sufficient for each item, including chairs, etc. Till such time, the concerned HoD will be requested for permission to utilise / remove the item/facility for use elsewhere. After use of the item, the items will be accounted for and returned to the hall/BCJ.
8. This procedure will be followed with immediate effect.

File No: AIT/0075/Notice/Adm

Date : 08 Oct 2015


(K.E. Vijayan)
Colonel (Retd)
Joint Director
For Director

Distribution:-

Director }
Offg Principal } - For info please

HOD (Comp) }
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HOD (ASGE) }
Rector }
Warden, OBH }
Warden, NBH -I }
Warden, NBH-II }
NBH, GH }
Website I/C } - Please display this notice on Notice Boards for
information of all concerned.

Website I/C } - For uploading on AIT website.

**FORM FOR DEMAND OF GEN BC JOSHI HALL/
MANEKSHAW HALL/RAMAN THEATRE**

Ser No	Name	Designation	Facility (BCJ/ Manekshaw/ Raman Theatre)	Date	Timings		Remarks
					From	To	

HOD

Principal

Jt Director