

Inter Office no: AIIMS MG/Engineering dept/2023-24/444

Dated: 11.09.2023

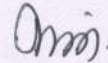
To : Team AIIMS Mangalagiri.
From : Superintending Engineer, AIIMS Mangalagiri
Dated : 11th Sept 2023
Subject : Suggestion for finalisation of SOP for Auditorium -reg

Dear All,

1. With reference to the above subject, it is to inform you that Standard Operation Procedure (SOP) for Auditorium is in the processes of finalization. The draft SOP is attached herewith.
2. In this regard, all members of staff/student/faculty/Nursing of AIIMS Mangalagiri are welcomed for giving valuable suggestions/comments.
3. It is requested to forward all comments by 20 Sept 2023, all positive suggestions/comments will be incorporated while finalizing the SOP prior to the approval of Competent Authority of AIIMS Mangalagiri.

Thanking you,

With regards



Lt. Col. RS Sinha
Superintending Engineer
AIIMS Mangalagiri

Encl:- As above

Copy to:-

1. Director, AIIMS Mangalagiri : For kind information
2. DDA, AIIMS Mangalagiri : For kind information
3. IT Cell, AIIMS Mangalagiri : For uploading in AIIMS Mangalagiri website.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES MANGALAGIRI

Standard Operating Procedure (Sop) Use of Auditorium

1. Our Institute has a well-maintained auditorium equipped with modern facilities like multimedia projector and sound systems, with a 754 seating capacity of 754 persons. Besides hosting Lectures, Workshops, Conferences and Seminars by the faculty & Institutes, the auditorium is being utilized for various functions/activities under aegis of AIIMS, Mangalagiri. It also hosts various aegis & Arms, managing academic activities, extension lectures, educational and training programs for the students and faculty.
2. To adhere to the norms for the use of the Auditorium in true spirit, SOP for the booking and proper use of auditorium is being laid down.
3. Availability: Before planning any activity in the auditorium, availability of the hall may be obtained from Engineering science Department. at least 15 days in advance. One can do Engineering services Department 'Pencil Booking (provisional booking) of the auditorium initially and finalize the same by issuing a letter via email or in person.
4. Permission for the Booking of Hall: Prior permission is to be taken from the HOD 'S/ Dean An application (Form 1) along with SOP of Events and the checklist is to be submitted.
5. Responsibility of the User. Each Committee desirous to plan an event in the Premises of auditorium will be responsible for the following:
 - a. Planning, processing and coordination of events with various other Departments/Students/Faculties.
 - b. A faculty organizer / focal person / office bearer should be deputed for necessary coordination.
 - c. Provide the name of the Chief Guest invited for the event.
 - d. Ensure that the number of their guests does not exceed the capacity of the hall.
 - e. The auditorium may not be used for anything other than what is mentioned in the Reservation/Request Form (Form1).
 - f. The organiser will be responsible for any loss of property/belongings 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, with prior permission.

• Do's:-

1. Make rangolis or floral decorations at designated places only.
2. Stick posters/banners on standees at designated places only.
3. The Organizer / Authority will be responsible for the conduct/behaviour/discipline invitee's participants/students.

Don'ts:-

1. Do not carry/serve beverages, cold drinks or any type of eatables inside the auditorium.
2. Do not smoke or chew betel nuts inside the auditorium."
3. Do not carry arms, ammunitions or inflammables inside the auditorium.

4. Do not spoil the seats, carpets inside the auditorium.
 5. Do not place any posters or banners on walls inside or outside the auditorium.
 6. Do not stand on the seats.
 7. Do not sit more than one on a single seat.
 8. Do not park your vehicles in front of the entrance gate.
 9. Do not overcrowd the auditorium or its premises.
 10. Do not display of goods/products inside the Auditorium.
 11. Do not play sound system/ loud music after 10:00 pm in auditorium premises.
 12. Do not use fireworks within the premises of auditorium.
6. **Assistance:** The following assistance would be provided by the college for the conduct of the event:
- a. Provision of the Hall. The auditorium / hall would be provided after the approval on prescribed Reservation Form.
 - b. IT Support. One IT staff would be deputed for the smooth conduct of the event. Provision of Multimedia, Sound System, Hand mics etc.
 - c. Admin Support. One support staff would be deputed for the smooth arms with security personals as per size of event.

7. **Duties and Responsibilities:** The Auditorium is maintained by and under supervision following staff are responsible for the smooth conduct of the event:

- a. **IT Staff:** IT Staff of the AIIMS will provide support for the conduct of the event is as under:
 - i. Turn on lights
 - ii. Turn on Computer and Multimedia
 - iii. Check wired and wireless hand mic (change batteries of wireless mic if required).
 - iv. Turn on AC's in cooling mode in summer.
 - v. 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.
 - vi. Laser pointer and presenter is provided only on demand.
 - vii. After an event, All equipment is turned off and seminar hall is locked
- b. **Support Staff:** Following Admin Staff is responsible for the provision of the admin support:
 - i. Cleanliness of Seminar Hall (by runner and sanitary worker deputed for the area on that day, on daily basis and after the event). Housekeeping cell of AIIMS.
 - ii. Repair/maintenance of furniture/fixture (if required)-Engineering department of AIIMS.
 - iii. Ensure availability of water bottles before the start of the (event organiser.)
 - iv. Ensure availability of tissue box before the start of the event (if requested by the Organizer).
 - v. Air freshener before the start of the event (if requested by the Organizer). Sign posting of the event, inside the building and for guidance to the washroom- event organizer.
- c. **Security Section :** This section will be responsible for:-
 - I. This section will be responsible for:-.Internal & External security of auditorium.
 - II. Traffic management during& after the events.
 - III. May will be positioned from beginning to closer of the event.
 - IV. Ensure decorate of the place & event is will managed.
 - V. They will be entered to check direct persons/vehicles in the respective earmarked area.

d. Additional information:

- i. The Request for the Usage of Auditorium should be submitted to engineering services department before 03 Working Days before the date of event.
- ii. Coordinator concerned must check the Auditorium and check all the equipment along with the media which is to be used (if any), 3 days prior to the event.
- iii. No last minute request for additional audio or video facility will be accepted under any circumstances.
- iv. No eatables or water will be allowed inside the Auditorium. No fixture or furniture must be moved without permission of Auditorium in charge.
- v. Convener and Coordinator of the programme must report to the Auditorium at least 45 Minutes before the commencement of the event.
- vi. Coordinator will be responsible for smooth conduct of event.
- vii. Convener and Coordinator are responsible for any kind of damage caused to the Auditorium due to event.
- viii. At the end of the event Convener needs to submit Signature Sheet of all the Participants of the event including guest, photographs of the event and brief report in hard and soft copy to Auditorium In charge within two working days. (Only for LSRC staff)
- ix. Convener must ensure that proper decorum and discipline is maintained before, during and after the event, and will be solely responsible for any kind of indiscipline by participants/attendees.

Request Form for the Auditorium

Date of application		
Date of event	From ___ to ___	No. of Days ___
Name of Event		
Category	Workshop/Expert Lecture/FDP/Cultural/Other(Specify) *	
Time	From _____ To _____	Duration _____ hrs
Types of participants	Staff/Students/Outside Participants (Specify)	
Number of Participants	No. of Guests _____	Total _____
Name of the Convener		Contact:
Name of Coordinator		Contact:
Type of Instrument Required	Podium Mic: Yes/No	Number/quantity
	Collar Mic: Yes/No	
	Cordless Mic: Yes/No	
	Projector and screen: Yes/No	

We undersigned, hereby certify that we are aware regarding SOP for the usage of Auditorium and will be responsible for any violation of the same.

Sr.no	Name	Signature
01	Convener	
02	Coordinator	

Pre-Event Checklist

Date of inspection		
Cleanliness of Auditorium	Yes/ No/ Specify:	
Lights and AC	Yes/ No (if No-Specify)	
Audio Video System	Yes/ No (if No-Specify)	
Furniture and Fixture	Yes/ No (if No-Specify)	
Name and Signature of Admin Staff		
IT In Charge		
Signature of Housekeeping staff		Sanctioned/Non Sanctioned

Post Event Check List

Date of inspection		
Damage to Fixture/ Furniture/ Electronic Systems	Yes/ No	
Details of Damage (If any)		
Closing report Submission	Yes/ No	Date of Submission:

For Office Use

Name and Signature of Convener/ Coordinator with date	
Name and Signature of Admin Staff with date	
Signature of IT In Charge with date	
Signature of Housekeeping staff	