

Indian Institute of Technology Kanpur
Academic Affairs

DOAA/ IITK/ 2016/00/001
September 22, 2016

OFFICE ORDER

The Lecture Hall Complex (LHC) is being currently used for various academic and non-academic activities. To improve the functioning of Lecture Hall complex the following guidelines and the charges have been approved by the Competent Authority of the Institute which will be applicable with immediate effect.

A. General Guidelines

1. LHC will be available for use on following timings:

(i)	Regular Classes	8:00 AM to 6:30 PM	Monday to Friday
(ii)	Extra Classes	8:00 AM to 7:30 PM	Monday to Saturday
(iii)	Other activities	8:00 AM to 9:30 PM	Monday to Saturday
2. While regular classes are on, LHC will normally be not available for any cultural program (other than talk/seminar).
3. LHC will normally be not available for extra classes on Sundays, Gazetted Holidays, Gymkhana Holidays, Mid-Sem. and End-Sem. examinations and on weekends before Mid-Sem. and End-Sem. examinations.
4. LHC will normally be closed on Gazetted holidays and Sundays. However on these days it can be booked on payment basis for purposes other than extra classes/Quizzes & Examinations. LHC can also be booked beyond 9:30 PM on payment basis subject to guidelines in this note file.
5. Cooking in the LHC premises is not allowed.
6. Serving snacks/tea/coffee/soft drinks or any other eatable inside lecture rooms is not allowed.
7. For use of Air Conditioning in LHC, approval of Deputy Director is required. For regular classes during warm season the DoAA will seek the permission of using air conditioners.
8. Requests/ bookings for non academic activities are to be done at least two day in advance.
9. Requests for following LHC bookings (subject to guidelines in this note) can be directly sent to In charge, LHC, provided booking is for slots (excluding Gazetted Holidays) mentioned in point 1 above,:
 - (i) by concerned Instructor In charge for extra classes (lecture/tutorial/discussion), examinations and quizzes;
 - (ii) by DoSA for Student Gymkhana related activities;
 - (iii) by Chairman, SPO, for placement related activities;
 - (iv) by Head, Counselling Service, for counselling service related activities;
 - (v) by concerned HoD for any departmental activity (including conferences, seminars, etc.);
 - (vi) by concerned Warden In charge for any hostel related activity.Requests for all other bookings are to be sent to Senior Deputy Registrar (Academic).

B. Approved service charges for rooms in LHC

Following bookings can be made without any charges:

- (i) extra classes (lecture/tutorial/discussion), examinations and quizzes;
- (ii) any activity of Student Gymkhana approved by DoSA and scheduled during 8:00 AM to 9:30 PM on working days (including Saturdays but excluding Sundays and gazetted holidays);
- (iii) any activity of SPO approved by Chairman, SPO, and scheduled during 8:00 AM to 9:30 PM on working days (including Saturdays but excluding Sundays and gazetted holidays);

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- (iv) any activity of Counselling Service approved by Head, Counselling Service and scheduled during 8:00 AM to 9:30 PM on working days (including Saturdays but excluding Sundays and gazetted holidays);
- (v) any departmental activity (including conferences, seminars, etc.) approved by concerned HoD and scheduled during 8:00 AM to 9:30 PM on working days (including Saturdays but excluding Sundays and gazetted holidays);
- (vi) any hostel related activity approved by concerned Warden In charge and scheduled during 8:00 AM to 9:30 PM on working days (including Saturdays but excluding Sundays and gazetted holidays);

All other bookings will be on payment basis at the rates given below.

Charges for LHC Bookings

Lecture Halls	Proposed Charges for up to 3 hrs. booking (Non-AC) in Rs	Proposed Charges for up to 3 hrs. booking (AC) in Rs.
L-03 to L-06 L-08 to L-15 & TB-201	600/-	900/-
L-01 & L-02	700/-	1100/-
L-07, L-16 & L-17	850/-	1500/-
L18 & L19	1150/-	2000/-
L20	1500/-	2700/-
TB-101 to TB-112 TB-203 to TB-212	600/-	Nil

- For every hour beyond three hours 35% additional charge will be charged on above charges.
- For activities of Antaragni/Techkriti/UDGHOSH and for Conference/ Workshops, charges for 8-12 hours duration will be one and half times of the above amount.
- For use of Projector in L18, L19 & L20 Rs 500 per hour will be charged in addition to above charges.

The earlier office order no. DOAA/IITK/2015/OO dated November 11, 2015 will supersede.


 (Neeraj Misra) 22-05-16
Dean
Academic Affair

Copy to:

1. Director
2. Dy. Director
3. All Deans
4. All Heads of Department
5. Web site through Web master