

BYE-LAWS FOR THE USE OF THE COMMON / SHARED FACILITIES AVAILABLE IN THE COLLEGE

1. The facilities in the College that are deemed to be common or are shared facilities, include the College Auditorium, Seminar Hall, Counselling Center and *Salle Visuale*.
2. The facilities can be made use of by the Departments/Faculty/Students of the College after doing a due diligence of the encoded bye laws for the same.
3. These facilities are to be used for hosting programmes that would enrich the core competencies of the students and would contribute to the academic and cocurricular vibrancy of the College.
4. Permission has to be sought in advance from the Principal for using the College Auditorium, Seminar Hall and Counselling Center. The Principal shall note down the date and time of a proposed programme at these venues so that confusion of any sort would be avoided. The Principal shall appoint a permanent faculty member of the college as Coordinator of the activities in *Salle Visuale* for every academic year. He/She will be the custodian of the key of the room.
5. Any permanent faculty member of the College can place a request for availing the above listed facilities. However, for availing the facility of *Salle Visuale* request has to be placed before the coordinator and just as in the case of the use of other facilities, the coordinator shall do the allotment based on a first-come-first-serve basis. The concerned faculty member will be the faculty-in-charge of *Salle Visuale*, while it is being utilized and will be responsible for the safe handling of the facilities.
6. The Department/Faculty who places the request for the use of the facilities would be responsible for their upkeep. In the case of *Salle Visuale*, the Coordinator should properly update and maintain the Log Book containing the details of the usage of *Salle Visuale* including the name of faculty-in-charge, batch, date, number of students and content delivered.
7. The faculty or any representative from the department availing of the facilities must be present at all times when the facilities are being used.
8. Only the faculty or department that has placed the request for the use of a particular facility should be using it and trespassers should not be

entertained. For *Sale Visuale*, the concerned faculty-in-charge should operate the facilities, including the smart TV.

9. After the use, the faculty-in-charge should ensure that the furniture in the facilities is properly arranged back to their original condition and that the facilities are properly locked after the programme. For *Salle Visuale*, it should be ensured that the keys are handed over along with details of the batch and name of students present as audience, to the Coordinator.
10. Fine shall be imposed to the individual or the whole batch in case of any damage to the property in any of these facilities.