

**UNIVERSITY COLLEGE OF ENGINEERING (BIT CAMPUS)**  
**ANNA UNIVERSITY, TIRUCHIRAPPALLI – 620 024**  
**EDUSAT HALL POLICIES**

**1. Equipment**

The booking of the hall includes the usage of or access to, the following equipment or service:

- Seating Capacity (90 Numbers)
- DELL Desktop System with Monitor
- LED Professional Display Unit (TV) – 55' (140cm)
- Amplifier BOSCH
- Speaker 100 watts (4 Numbers)
- Speaker Small Size (2 Numbers)
- UPS with Battery
- Projector with screen (Need Basis)
- Wireless microphone (handheld) (Need Basis)
- Wired microphone (handheld) (Need Basis)

We will not provide any other equipment other than the above. All additional equipment brought in by applicants is subject to coordinator (EDUSAT) approval.

**2. Manpower**

EDUSAT will not provide any Technician, stage support and set-up, additional control room support, etc., the responsibility shall lie solely with the applicant.

**3. Rules and Regulations**

3.1 Strictly no food and drinks within the auditorium.

3.2 Smoking is not permitted within the auditorium

3.3 No open flames including candles and incense is allowed.

3.4 Nothing is to be attached to the ceiling, walls, furniture, equipment and screen within the auditorium and foyer area.

3.5 The applicant shall be responsible for the safety and proper conduct of their participants and guests.

3.6 All students are to be supervised. All student groups must have a staff in-charge present at all times.

**4. Booking Procedure**

Please confirm the room availability of proposed date prior to the booking

Please sign and stamp, and return a hardcopy of this form to the EDUSAT Coordinator with the approval of DEAN.

Please assign ONE technical and operations personnel.

Coordinator may grant or refuse any application without assigning any reason.

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ANNA UNIVERSITY, TIRUCHIRAPPALLI – 620 024  
EDUSAT HALL BOOKING FORM**

Name of the Indenter			
Designation			
Name of the Department / Centre / Cell			
Date of Application			
Date(s) of the Programme			
Details of Programme			
Contact Number		Technical Person / Staff In-charge Name	

**I have read, fully understand and agree to comply with all EDUSAT Hall policies and procedures. I assume full responsibility of the equipment and facilities including complete financial responsibility in the event of loss, theft, damage or irresponsible use of equipment and facilities. I understand that failure to comply with applicable policies and procedures may result in immediate loss of all future usage privileges.**

**Note : Indent should be sent three days before the programme.**

Signature of the Indenter

Confirmation of availability of proposed date

Signature of the Coordinator

EDUSAT

APPROVED / NOT APPROVED

DEAN