

C323 Lounge Usage Policy

AD505 C323 Lounge Usage Policy V1.0

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Release Control

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POLICY OWNED BY:

Department:	Represented By:	Date
Administration	Anand Sharma	31.07.2019

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Policy Details

1. OBJECTIVE

The objective of this policy is to define guidelines for usage of C323- Space designated for use as lounge. The aim of the policy is to establish a consistent and uniform approach towards usage of the lounge. Administration Department is the owner of this policy and any clarifications or exceptions should be routed to Admin.

2. SCOPE & PURPOSE

The Lounge is to be used by Faculty and Support Functions to host senior officials, guests to the VC, President and Directors, Special high profile guests from Industry and academia in an informal setting. Lounge also serves as waiting area for the guests of VC, President and Directors.

3. GENERAL GUIDELINES

Members of faculty and staff are expected to adhere to the following basic rules while using the lounge

- 3.1. Do not play the television sets at loud volume so as not to disturb others.
- 3.2. Do not litter the area with cups, plates etc. and use garbage bins placed in the lounge for that purpose.
- 3.3. Do not use the conference tables as Dining Tables.
- 3.4. Do not disturb others in any manner.
- 3.5. Do not spend large amounts of time in lounge

4. HOSTING OF EVENTS/MEALS

4.1 Departmental lunches or Lunch during conferences should not be organised at the Lounge. D320 has been refurbished for such purposes for up to 20 Members. Further, CD Atrium may be utilised for the strength beyond 20 Members.

4.2 The following persons are entitled to host meals in the lounge:

Type	Entitlement
1	Leadership team including Chancellor, Pro Chancellor, Vice Chancellor, President etc. as may be defined by Human Resources
2	Directors or equivalent designation as may be defined by Human Resources.
3	Any other senior guests as permitted by Head of Administration

5. BOOKING OF LOUNGE

5.1. Booking email may be sent to admin helpdesk.

5.2. Minimum notice of 2-3 days is required to prepare the lounge for the same.

5.3. The preferred location for hosting meals is designated lunch room (*presently D320*) which has been refurbished for the comfort of guests

6. EXCEPTIONS

In case of any deviation from the policy, the case has to be routed through the Head of Administration.