



*Office of the Principal*  
**Government Degree College, Shopian Kashmir**

گورنمنٹ ڈگری کالج، شوپیان کشمیر

Web Site: [www.gdeshopian.edu.in](http://www.gdeshopian.edu.in)

Tele/Fax: 01933-260204 Cell: 9419047885 E-mail ID: [spncollege@hotmail.com](mailto:spncollege@hotmail.com)

**Permission/Requisition Form for Use of College Auditorium**

**1. Details of the Event:**

Title of Event/Programme: \_\_\_\_\_

Type of Activity:  Curricular  Co-curricular  Extra-curricular  Other

(Please specify): \_\_\_\_\_

Organizing Department/Committee/Wing/Club: \_\_\_\_\_

Date(s) of Event/Rehearsal: \_\_\_\_\_

Time (From – To): \_\_\_\_\_

Expected number of participants/audience: \_\_\_\_\_

**2. Person(s) Responsible:**

Faculty In-Charge/Convener/Coordinator: \_\_\_\_\_

Designation & Department: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Student Volunteers (if any): \_\_\_\_\_

**3. Requirements (Please tick):**

Public Address System/Microphones

Projector/Screen

Stage Furniture/Podium

Lighting Arrangement

Other (Please specify): \_\_\_\_\_

**4. Undertaking:**

I/We hereby undertake that:

1. The auditorium and its property will be used with due care.
2. Discipline shall be maintained during the entire course of the event/rehearsal.
3. A faculty in-charge will remain present throughout the activity.
4. In case of any damage, the undersigned shall be held responsible.

Signature of Faculty In-Charge/Convener/Coordinator: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Recommendations & Approval**

**Convener, College Auditorium Committee:**

Recommended  Not Recommended

(Signature & Date) \_\_\_\_\_

**Principal:**

Approved  Not Approved

(Signature & Date) \_\_\_\_\_

**Note:** This requisition form must be submitted at least 3 days in advance to the Convener, College Auditorium Committee, for necessary approval.



*Office of the Principal*  
**Government Degree College, Shopian Kashmir**

گورنمنٹ ڈگری کالج، شوپیان کشمیر

Web Site: [www.gdcshopian.edu.in](http://www.gdcshopian.edu.in)

Tele/Fax: 01933-260204 Cell: 9419047885 E-mail ID: spncollege@hotmail.com

Dated: 22-05-2026

**Code of Conduct/Regulatory Guidelines for the Use of College Auditorium**

In order to ensure the smooth, disciplined and responsible conduct of curricular, co-curricular and extracurricular activities in the College Auditorium, the following guidelines are hereby issued on the 22<sup>nd</sup> day of May 2026 for strict compliance by all departments, committees, organizing bodies, clubs, societies, NGOs and student groups:

***1. Permission & Booking***

- Prior written permission must be obtained from the Principal and the Convener, College Auditorium Committee before using the auditorium for any event, practice or rehearsal.
- A requisition form stating the purpose, date, time and person-in-charge must be submitted in advance.
- The Auditorium shall ordinarily not be allotted to any external organizing body, club, society or NGO, having participation of less than 150 participants/audience of their own.
- The organizers must clearly mention the expected number of participants/audience in the requisition form at the time of seeking permission.
- However, in exceptional academic or institutional circumstances, relaxation in the minimum participation requirement may be granted only with the special approval of the Principal.

***2. Charges & Maintenance Fee***

- Any external organizing club/body/society or NGO, intending to use the College Auditorium shall deposit an amount of **Rs. 10,000/-** (Rupees Ten Thousand only) towards:

*\*DG Set fuel charges*

*\*Electricity charges*

*\*Auditorium maintenance and upkeep charges*

- The said amount must be deposited prior to the conduct of the event and proof of deposit shall be submitted to the Convener, Auditorium Committee.
- The Auditorium Committee reserves the right to revise or negotiate the charges depending upon the nature, duration and scale of the event.
- In case of any damage or excessive use of facilities, extra charges may be imposed upon the organizing body.

### ***3. Supervision & Accountability***

- Every activity (event, rehearsal or practice session) must be supervised by a faculty in-charge/coordinator nominated by the concerned department, committee, wing, club or any organizing body.
- The faculty in-charge will remain present throughout the activity and shall be personally responsible for discipline, safety and proper use of auditorium facilities.
- In case of any damage or untoward incident, the person-in-charge along with the concerned participants/students will be held accountable.

### ***4. Discipline & Conduct***

- Strict discipline must be maintained inside the auditorium at all times.
- Students must not engage in fights, scuffles or any unethical/indecent activities. Any violation will invite strict disciplinary action.
- Use of abusive language, vandalism, tampering with sound, light, air conditioning systems or seating arrangements are strictly prohibited.

### ***5. Property & Equipment***

- All furniture, audio-visual equipment and stage property must be handled with care.
- No item shall be removed, displaced, or misused without prior approval of the Convener.

- Any damage to auditorium property will be recovered from the responsible individual(s), department, committee, wing, club or any other organizing body.

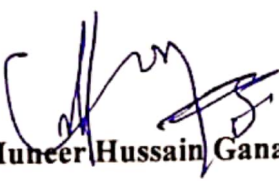
#### **6. General Rules**

- Students must enter and exit the auditorium in an orderly manner.
- Food, drinks and littering inside the auditorium are strictly prohibited.
- Rehearsals must be carried out only during the allotted time slots.
- The auditorium shall not be used as a place for casual gathering or loitering.

#### **7. Monitoring & Enforcement**

- The College Auditorium Committee reserves the right to inspect and monitor activities at any time.
- In case of misconduct, the activity shall be immediately suspended and disciplinary action initiated against the defaulters.

**Note:** These regulatory guidelines are issued in the interest of college administration in general and maintaining decorum, discipline and the sanctity of the Auditorium in particular. All departments, committees, wings, clubs, student bodies, other external organizing bodies and individuals are expected to cooperate in their strict enforcement.

  
**Mr. Munee Hussain Ganaie**  
Convener,  
College Auditorium Committee

  
**Prof. Tariq Hussain Mir**  
Principal