GYAN PRASAR KENDRA

SHAHEED BHAGAT SINGH COLLEGE

(UNIVERSITY OF DELHI)

FACILITY BOOKING REQUEST FORM

DATE :

1. BASIC DETAILS

Name of the Department/Society	
Name of Faculty/Convener/Coordinator	
Designation	
Mobile Number	
Official Email ID	

Name of the Student Coordinator	
Designation	
Mobile Number	

2. EVENT/ACTIVITY DETAILS

Name of the Event	
Date and Time	
Venue	

Nature of the Activity (✓ Tick as applicable)

- ☐ Lecture Recording
- ☐ Podcast Recording
- ☐ Technical Support
- ☐ Event Coverage/Recording/Live Stream
- ☐ Social Media Content Creation
- ☐ Video Editing Support
- ☐ Graphic Design and Creative Work
- ☐ JBL Speaker and Mic

Other (Specify) :

3. GUEST/SPEAKER DETAILS (IF APPLICABLE)

Name(s) of Guest/Speaker	
Designation & Institution	
Brief Profile (Verified by Department)	

GUIDELINES

1. All facility bookings shall be undertaken only after obtaining prior approval from the Competent Authority of the College.
2. Requests must be submitted through official communication at least **seven (7) working days in advance** with complete event details.
3. The concerned Department/Society/Faculty/School is encouraged to appropriately acknowledge Gyan Prasar Kendra for the facilities and assistance provided.
4. GPK facilities shall be used strictly for academic and officially sanctioned institutional purposes only.
5. The concerned Department/Society/Faculty shall be solely responsible for the content recorded, published or disseminated.
6. Verification of guest/speaker credentials and institutional affiliation shall be ensured by the organizing Department.
7. Gyan Prasar Kendra shall not be held responsible for the views expressed or statements made by any speaker/guest.
8. Deployment of GPK staff, interns and technical resources shall be subject to availability and operational feasibility.
9. Proper coordination with GPK staff and careful handling of equipment shall be ensured at all times.
10. Any damage to equipment or infrastructure caused by negligence shall be reported immediately and may invite action as per College rules.
11. Cancellation or rescheduling of bookings must be communicated in writing **at least 48 hours** prior to the scheduled activity.
12. In case of any emergent situation, the Competent Authority or the Director, Gyan Prasar Kendra, reserves the right to reschedule or cancel the booking.

Date: **Signature of Faculty/Convener/Coordinator**

APPROVAL BY THE PRINCIPAL

Approval Status:

□ Approved □ Hold □ Not Approved

_____

(Principal)

FOR OFFICE USE ONLY (GYAN PRASAR KENDRA)

Date of Request Received	
Date of the Event	
Time	
Availability Status	☐ Available ☐ Not Available
Staff Assigned	
Remarks	

_____

(Director, Gyan Prasar Kendra)