

SOPs for Utilization of Jinnah Auditorium

1. Issuance of Jinnah Auditorium

- a. The department intending to hold an event in Jinnah Auditorium will check availability prior from DSA then taking approval from the office of Vice Chancellor.
- b. The Department conducting an event has to attach a copy of event conducted previously in Jinnah Auditorium (to verify that how many events that department has conducted now).
- c. The Department should attach the issuance performa from DSA with the Approval Letter.
- d. Only one event per day and per semester is allowed to each department.
- e. Each department will nominate one Focal Person for Jinnah Auditorium & forward her name to DSA office.
- f. No event will be conducted on Friday.
- g. Only meaningful & message oriented programs are allowed i.e. two days National International Seminar, Symposium, Conference, Workshop & Training Session that are up to mark of HEC, PHEC & HED requirements.

2. Conduction of Programs and Events

- a. Seating arrangement for the stage will be provided with the approval letter.
- b. Maximum three guests are allowed to sit on the stage along with the VC in case of public gathering.
- c. Sitting on stage for Technical Sessions is not allowed.
- d. Complete detail of guests will be attached with the approval letter complete name designation, work place CNIC, and contact no.
- e. Eatables are not allowed in the Auditorium not even for guests.
- f. The concerned Department should ensure the tagging of the seats for the event in the Jinnah Auditorium.
- g. The concerned department is responsible for any breakage during the event and DSA is responsible to recover it as per the report of Estate Office, Engineering Cell & IT Services.
- h. The Department will provide details of Media Coverage with approval Letter (Electronic & Print Media).
- i. The concerned Department will hand over the Jinnah Auditorium to DSA along with the check-out performa given by DSA (assurance of cleanliness after ending the program removing the flexes, flowers & recovery of any breakage in Hall).
- j. The Department will be responsible for the cleanliness of hall before and after the event.
- k. In future, Awareness sessions i.e. (Drug Abuse, Anti-Corruption, Clean and Green Pakistan, Pinktober, Road Safety etc) will be conducted Via University Website, Facebook and e-mails in the form of audio-videos, Power Point Presentation of 2 to 5 minutes duration.

3. Services IT/Engr. Cell/ Directorate of Planning & Development/ Estate/ Security:

- a. All services from Estate Office/ IT / Planning & Development & Engineering Cell will be done on every Friday from 9:00 am to 12:00 pm. Minor expenditures till Rs.2000/- will be made by imprest money of respective service department and above from Rs.2000/- will be submitted to DSA from the approval of worthy Vice Chancellor.
- b. Senior Security Officer is responsible to deploy a security guard during services on Friday & further more.
- c. Two female security guards during conducting any event to check students as eatable items are not allowed in auditorium.
- d. Report of all services will be submitted to DSA office on every Monday by respective Deptt. i.e. IT, Estate Planning & Development & Engineering Cell.

SOPs for Chief Guest, Guest of Honor & Chief Patronage.

Chief Guest

1. Chancellor
2. Pro-chancellor
3. Chairman HEC
4. Chairman PHEC
5. Any Federal & Provincial Minister (depending on the nature of program)
6. Vice Chancellor of different Universities
7. Political Members (MNA/MPA)(depending on the nature of program)
8. Renowned International Fame Researcher &, Scholar
9. Religious Scholar International & National (depending on the nature of program)
10. Commissioner/DCO/RPO, Faisalabad
11. Any member approved by VC as Chief Guest

Guest of Honor

1. Professor, BPS-21 Dean/ other universities
2. International Speaker
3. National Speaker
4. Member of Syndicate
5. Chairman Interboard
6. President, Faisalabad Chamber Of Commerce And Industry
7. President, Faisalabad Women Chamber Of Commerce And Industry
8. CEO of any company who sponsored
9. Any member approved by VC

Patronage

1. Vice Chancellor, GCWUF, Chief Patronage for International /National Conference
2. Coordinator: Co-Patronage
3. Chairperson/Incharge: Secretary/Convener
4. Focal Person of Concerned Department nominated by Chairperson & Incharge