

**Centre for Open and Distance Learning
University of Jaffna**

Reservation form for the E-Hall

(Please read the instructions carefully overleaf before furnishing the form)

1. Name of Applicant :
2. Name of the / Department/Division/ Unit :
3. Address :
4. Contact No::.....
5. E mail:.....
6. Date of the Programme :
7. Time: - From:..... To : Hours :
8. Details of Programme :
(Please annex Invitation/ Examination Timetable)
9. Ground Floor () First Floor ()
10. Expected Facilities:
No. of. Examination Desk ()
No. of. Chairs ()
11. Pre Arrangement:

Date : Time:- From:..... To :
12. Name of staff & contact no who use and handle the key :

I accept the instructions mentioned in overleaf for utilizing the E hall.

.....
Signature of the Applicant

.....
Date

Recommended/Not Recommended

.....
Head of Dept/Division/Unit

Recommended/Not Recommended

.....
Director or DR/SAR/AR of CODL

Instructions for Reservation of E-Hall – CODL

1. The reservation form along with the examination timetable must be submitted by the applicant well in advance. (After confirmation of availability of hall, programme/examination should be scheduled by relevant Department/Division/Unit)
2. Hall will not be available on Fridays, Saturdays, Sundays and Public holidays
3. Priority will be given to use the hall for **Academic activities and examination of CODL**.
4. A booking will only be considered and **confirmed** upon the **recommendation of the Director/Deputy Registrar, CODL**.
5. All necessary **pre-arrangements** (e.g., seating, materials, electronic setup) must be organized by the applicant.
6. **Do not damage or tamper** with any movable or immovable property in the E-Hall.
7. Time slots for reservations must fall within the following hours for examination purpose:
 - **Morning Session:** 9:00 AM – 12:00 NOON
 - **Afternoon Session:** 1:00 PM – 4:00 PM
8. The hall can accommodate a maximum of **180 examination desks** per hall.
9. The applicant is responsible for any damage caused during the program. **The cost of repairs or replacements will be recovered**.
10. All **fans, lights, and electronic devices** must be switched off **by using switch** immediately after use.
11. All doors and windows must be shut down and the **key must be returned** to the CODL office after the hall is cleaned and rearranged.
12. **Food and beverages are not permitted** inside the E-Hall.
13. Furniture and other things **should not be moved** from one place to another place without approval of the Director/Deputy Registrar, CODL.
14. The hall must be **left clean and orderly**, and furniture restored to its original position.
15. Any **loss or damage** to equipment, furniture, or keys must be reported to the CODL office immediately.
16. CODL reserves the right to **cancel or reschedule** any reservation in the event of an official requirement or emergency.
17. All **safety protocols and emergency procedures** must be strictly followed during use.
18. Any **misuse of the facility** may lead to denial of future booking requests.