



NIMA Knowledge Centre

Rules and Regulations for booking/using Group Discussion Rooms

The NIMA Knowledge Centre provides space for its users to facilitate group discussions required for projects, moot court competitions, or any other academic need. To ensure the appropriate use of the discussion rooms, the library is adopting the following policy:

Do's

1. Booking must be made online.
2. Only students and faculty members of Nirma University are permitted to book the discussion rooms located on the fifth, sixth, seventh, and eighth floors of the library. The facility is meant for group use only.
3. Discussion room keys must be collected from the concerned staff on the floor by depositing ID cards (for at least four students) as per the confirmation email.
4. Bookings can be made in one-hour slots and a maximum of two slots per day per group. The booking start time and end time should be adhered to strictly.
5. Booking is allowed for a maximum of 3 days in advance.
6. Users are responsible for the equipment and furniture/ fittings in the room and must take care while using them.
7. The library reserves the right to cancel the booking if the group fails to turn up within 10 minutes of the booking time and allot the same to the next group that needs it.
8. Please ensure the cleanliness of the room while checking out.
9. The library reserves the right to access the rooms for inspection at any time and to suspend the use of the facility and/or impose fines on any misuse of the facility.
10. The library reserves the right to modify or change these terms and conditions without prior notice.
11. It is the responsibility of the person booking the discussion room to take care of the furniture, accessories, and equipment in the room. The charges for damaged equipment/furniture may be equivalent to the cost of replacing the same.

Don'ts

1. Discussion activities in the room should not disturb other users.
2. Users are not allowed to bring Eatables. Only water is permitted.
3. The Discussion Room is available only for academic activity, not for any practice related to extracurricular activities.

Please contact library staff at the Circulation Desk for any assistance.

Instructions for filling the Discussion Room booking form:

1. Click the Google Form Link: <https://forms.gle/3qV6YgnH6kgRv6o56>
2. Enter Your Name, roll no, and Email ID (Nirmauni Email ID only), and select the appropriate Institute, Department, and Programme.
3. Select the Room no (mentioned in the Dropdown box, floor-wise), Date, and Timeslot (1 hour).
4. Give the details for the Contact no, the Name of the concerned faculty, and the purpose.
5. Click the Submit button, and you will receive the confirmation mail whether the particular Room, Date, and Timeslot were not booked by anyone previously; otherwise, you will receive the conflict mail.
6. Discussion room usage will be allowed with confirmation mail only, according to that particular Date, time, and room no booked.