

Procedures For Utilization Of A Multi-Purpose Room

When one of the teaching staff members wishes to utilize the multi-purpose room, he should undertake the following measures: -

- 1) The professor should fill out the form particularly to the use of the multi-purpose hall (form No. 8). The form includes all the information on using the hall.
- 2) The form shall be submitted to the Faculty Dean for signing and approval.
- 3) At the specified time the professor shall proceed with the students to the hall where the hall will be vacated for purposes of the specified subject.