



Information Technology Unit

Kulliyah of Economics & Management Sciences

OPERATION HOURS: MONDAY - FRIDAY 8.30 am to 10.30 pm
SATURDAY & SUNDAY 8.30am – 6.00pm

STAFF/STUDENT INFORMATION

Name : _____ Department : () Accounting () Business Administration
() Economics () Other: _____
() Finance
Position : _____
Staff/Student Matric No : _____ Contact No : _____ Email : _____

BOOKING INFORMATION: Booking by Date: Booking by Whole Semester:

Date / Day	Time		Course Code	Course Title / Event	Total Student	Purpose C-class / E-Event P-Presentation
	In	Out				

Venue Information: All Venue are equipped with 1 LCD Projector, 1 PC, PA System and Internet Access

<u>Level 1</u>	<u>Capacity</u>	<u>Level 2</u>	<u>Capacity</u>	<u>Level 3</u>	<u>Capacity</u>
Seminar Room 1.1 (Chair & Table)	<input type="checkbox"/> 60	Seminar Room 2.1 (Chair & Table)	<input type="checkbox"/> 70	Seminar Room 3.1 (Flip Chair)	<input type="checkbox"/> 60
Seminar Room 1.2 (Chair & Table)	<input type="checkbox"/> 60	Seminar Room 2.2 (Flip Chair)	<input type="checkbox"/> 50	Seminar Room 3.2 (Flip Chair)	<input type="checkbox"/> 60
Seminar Room 1.3 (Chair & Table)	<input type="checkbox"/> 50	Seminar Room 2.3 (Flip Chair)	<input type="checkbox"/> 50	Seminar Room 3.3 (Flip Chair)	<input type="checkbox"/> 50
Seminar Room 1.4 (Chair & Table)	<input type="checkbox"/> 80			Seminar Room 3.4 (Flip Chair)	<input type="checkbox"/> 50
Seminar Room 1.5 (Chair & Table)	<input type="checkbox"/> 60			Seminar Room 3.5 (Flip Chair)	<input type="checkbox"/> 50
Seminar Room 1.6 (Chair & Table)	<input type="checkbox"/> 50			Seminar Room 3.6 (Chair & Table)	<input type="checkbox"/> 50
Presentation Lab A (Chair & Table)	<input type="checkbox"/> 60			Seminar Room 3.7 (Flip Chair)	<input type="checkbox"/> 55
Presentation Lab B (Chair & Table)	<input type="checkbox"/> 50			Seminar Room 3.8 (Flip Chair)	<input type="checkbox"/> 60
Lecture Theater 1 (LT1) (Chair & Table)	<input type="checkbox"/> 262			Seminar Room 3.9 (Flip Chair)	<input type="checkbox"/> 50
Lecture Theater 2 (LT2) (Chair & Table)	<input type="checkbox"/> 137			Seminar Room 3.10 (Flip Chair)	<input type="checkbox"/> 50
				Seminar Room 3.11 (Chair & Table)	<input type="checkbox"/> 50
<u>Level 4</u>	<u>Capacity</u>	<u>LAB</u>	<u>Capacity</u>	Seminar Room 3.12 (Flip Chair)	<input type="checkbox"/> 40
Seminar Room 4.1 (Flip Chair)	<input type="checkbox"/> 50	Silver Lake Lab (Level 1)	<input type="checkbox"/> 36	Presentation Lab C (Chair & Table)	<input type="checkbox"/> 60
Seminar Room 4.4 (Flip Chair)	<input type="checkbox"/> 60	(1 PC Instructor & 35 unit PC)			
Seminar Room 4.8 (Flip Chair)	<input type="checkbox"/> 50				
Seminar Room 4.16 (Flip Chair)	<input type="checkbox"/> 50	Accounting & Business Lab (Level 1)			
Presentation Lab D (Chair & Table)	<input type="checkbox"/> 60	(1 PC Instructor & 49 unit PC)	<input type="checkbox"/> 50		

ADDITIONAL REQUEST :

I hereby agreed to follow ALL the rules and policies and will keep the venue clean at all time.

Important: This form must be completed by the lecturer or staff. Please submit the form 3 DAYS BEFORE the lecture / class / event.

LATE SUBMISSION WILL NOT BE ENTERTAINED.

Signature & Stamp :

Date : _____

Time : _____

FOR IT UNIT OFFICE USE

Status : Approved / Disapproved	Venue Available :	Received:
------------------------------------	-------------------	-----------



Kulliyah of Economics & Management Sciences

MEMO

TO : ALL STAFF AND STUDENT
SUBJECT : RULES AND REGULATIONS

Assalamualaikum wbr . wbt.

All users are required to follow the venue rules and regulations stated below:

- 1. Please ensure the door is properly closed before leaving the venue.**
This is for security purposes.
- 2. Please ensure that the student do not modify all the computer equipment.**
- 3. Please clean the whiteboard after each class.**
- 4. No foods and drinks are allowed in all KENMS venue.**
- 5. Place the shoes in the rack provided (if applicable).**
- 6. Keep the room clean and tidy**
- 7. No Smoking**

Your Cooperation is highly appreciated.
Thank you. Wassalam.

IT Unit KENMS.