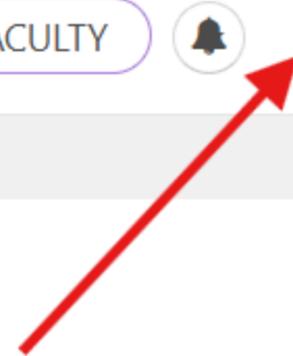


How to book a venue in Infrastructure Module (IM)

Created by: Vinay Kumar G S, ERP Analyst

Step 1: Click on the 9 dots



My Timetable



Communities



Course Communities



Academic Calendar

QUICK ACCESS

What are you looking for...



Timetable



Daily Work Log



Assessment



Notification Center



Activity Points



Student Leave Management



Student



Faculty

Step 2: Click on IM under modules

CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

HOME > QUICK ACCESS

My Timetable Communities Course Communities Academic Calendar

QUICK ACCESS

What are you looking for...

Timetable Daily Work Log Assessment Notification Center

Student Faculty

FACULTY

Modules

- Admission
- Exam
- Exat
- Fees
- Manage Applications
- IM**
- Hall Arrangement
- HR Admin
- Career

Other Modules

Management

Quick Access

Step 3: Read the instructions and click on 'I Agree'

Read the rules before you start

The official **Space Reservation Form** must be completed, including all required details:

- Event Title & Purpose
- Date(s) and Time (Start and End Time)
- Specific Space Requested (Hall/Room Name)
- Estimated Number of Attendees
- Equipment/Resource Needs (A/V, catering, furniture setup)
- Department/Contact Person and Cost Center (if applicable)
- Facility, CAIAS

I Agree

Step 4: Click on the date for which you want to book the venue

1	2	3	4	5	6	7
7:30a Practice Room - C	7:30a Practice Room - C 10a Discussion Room - C 1:30p SG Canisius Hall, E	7:30a Practice Room - C 10a Discussion Room - C 3p Practice Room - CAIA	7:30a Practice Room - C 7:30a St. Chavara Hall, E 8:30a SG Canisius Hall, E 10a Discussion Room - C 2:50p SG Canisius Hall, M 3p St. Chavara Hall, Eve 3:45p Practice Room - C	7:30a Practice Room - C 7:30a St. Chavara Hall, E 10a Discussion Room - C 12:30p Discussion Room 3p Practice Room - CAIA	7:30a Practice Room - C 7:30a St. Chavara Hall, E 9a St. Chavara Hall, Eve 10:30a Discussion Room 2p SG Canisius Hall, Exp 2:10p Discussion Room 3:45p Practice Room - C	7:30a Practice Room - C 7:30a St. Chavara Hall, E 9a SG Canisius Hall, Exp 9a Christ Academy Aud
8	9	10	11	12	13	14
	7:30a Practice Room - C 7:30a St. Chavara Hall, E 9a SG Canisius Hall, Exp 11:30a St. Chavara Hall, 12:30p Discussion Room 2p Colloquium Hall (Ser	7:30a St. Chavara Hall, E 7:30a Practice Room - C	7:30a St. Chavara Hall, E 7:30a Practice Room - C 9a Colloquium Hall (Ser 3:45p Practice Room - C	7:30a St. Chavara Hall, E 7:30a Practice Room - C 12:30p Discussion Room	5a Colloquium Hall (Ser 5a Discussion Room - C/ 5a Practice Room - CAIA 5a Quadrangle - CBSE, E 5a St. Chavara Hall, Eve 6a CAIL Seminar Hall - 2 9a Christ Academy Aud	
15	16	17	18	19	20	21
	7:30a St. Chavara Hall, E	7:30a St. Chavara Hall, E	7:30a St. Chavara Hall, E 11:30a SG Canisius Hall, 1:30p St. Chavara Hall, E 3:45p Practice Room - C	7:30a St. Chavara Hall, E 12:30p Discussion Room	7:30a St. Chavara Hall, E 3:45p Practice Room - C	7:30a St. Chavara Hall, E
22	23	24	25	26	27	28
	7:30a St. Chavara Hall, E 11:30a St. Chavara Hall,	7:30a St. Chavara Hall, E 11:30a St. Chavara Hall,	7:30a St. Chavara Hall, E 11:30a SG Canisius Hall, 1:50p Colloquium Hall, E	7:30a St. Chavara Hall, E 12:30p Discussion Room	7:30a St. Chavara Hall, E 3:45p Practice Room - C	7:30a St. Chavara Hall, E



Step 5: Fill the details and submit



	7:30a Practice Room - CAIA			
	10a Discussion Room - CAIA	10a Discussion Room - CAIA	10a Discussion Room - CAIA	7:30a St. Chavara Hall, Exper
	1:30p SG Canisius Hall, Exper	3p Practice Room - CAIA	3p Practice Room - CAIA	8:30a SG Canisius Hall, Exper
8				10a Discussion Room - CAIA
				2:50p SG Canisius Hall, Exper
				3p St. Chavara Hall, Exper
				3:45p Practice Room - CAIA
	7:30a Practice Room - CAIA	7:30a St. Chavara Hall, Exper	7:30a St. Chavara Hall, Exper	7:30a St. Chavara Hall, Exper
	7:30a St. Chavara Hall, Exper	7:30a Practice Room - CAIA	7:30a Practice Room - CAIA	7:30a Practice Room - CAIA
	9a SG Canisius Hall, Exper			9a Colloquium Hall (Senior)
	11:30a St. Chavara Hall, Exper			3:45p Practice Room - CAIA
	12:30p Discussion Room - CAIA			
	2p Colloquium Hall (Senior)			
15				
	7:30a St. Chavara Hall, Exper			
				11:30a SG Canisius Hall, Exper
				1:30p St. Chavara Hall, Exper
				3:45p Practice Room - CAIA
22				
	7:30a St. Chavara Hall, Exper			
	11:30a St. Chavara Hall, Exper	11:30a St. Chavara Hall, Exper	11:30a St. Chavara Hall, Exper	11:30a SG Canisius Hall, Exper
				1:50p Colloquium Hall (Senior)

BOOK ROOM

Continous Booking*

Hour Wise Booking*

From Date*

14-03-2026

To Date*

14-03-2026

From Time*

Select from time

To Time*

Select to time

Building / Block

Select Building

Floor

Select Floor

Basic Room Search ^

Venue*

Select a Room

Booking Type*

Select Booking Type

Name of Event*

Step 6: Booking created successfully



✓ Booking created successfully Vinay Kumar G S ✕

7:30a Practice Room - C	7:30a Practice Room - C 10a Discussion Room - C 1:30p SG Canisius Hall, E	7:30a Practice Room - C 10a Discussion Room - C 3p Practice Room - CAIA	7:30a Practice Room - C 7:30a St. Chavara Hall, E 8:30a SG Canisius Hall, E 10a Discussion Room - C 2:50p SG Canisius Hall, M 3p St. Chavara Hall, Eve 3:45p Practice Room - C	7:30a Practice Room - C 7:30a St. Chavara Hall, E 10a Discussion Room - C 12:30p Discussion Room 3p Practice Room - CAIA	7:30a Practice Room - C 7:30a St. Chavara Hall, E 9a St. Chavara Hall, Eve 10:30a Discussion Room 2p SG Canisius Hall, Exp 2:10p Discussion Room 3:45p Practice Room - C	7:30a Practice Room - C 7:30a St. Chavara Hall, E 9a SG Canisius Hall, Exp 9a Christ Academy Audi
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15	16	17	18	19	20	21
7:30a St. Chavara Hall, E	7:30a St. Chavara Hall, E	7:30a St. Chavara Hall, E 11:30a SG Canisius Hall, 1:30p St. Chavara Hall, E 3:45p Practice Room - C	7:30a St. Chavara Hall, E 12:30p Discussion Room	7:30a St. Chavara Hall, E 12:30p Discussion Room	7:30a St. Chavara Hall, E 3:45p Practice Room - C	7:30a St. Chavara Hall, E
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Once the booking is created, the Facility In-Charge will review the booking details and either confirm or reject the request accordingly.

